



## HARRISON COUNTY SHERIFF'S DEPARTMENT

### JOB OPPORTUNITY ANNOUNCEMENT

**POSITION:** CIP Deputy

**DIVISION:** Patrol

**CLOSING DATE:** October 25, 2017

**INSTRUCTIONS FOR APPLICANTS:** You must submit an application to the Harrison County Sheriff's Human Resources Department in the Harrison County Adult Detention facility no later than 4:00 pm on the date listed above.

THE HARRISON COUNTY SHERIFF'S DEPARTMENT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE HARRISON COUNTY SHERIFF'S DEPARTMENT DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

## HARRISON COUNTY SHERIFF'S DEPARTMENT Job Description

<b>Position Title:</b> Patrol Deputy (Criminal Interdiction)	<b>Base Salary:</b> \$34,080.00
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### CHARACTERISTICS OF THE POSITION:

Under general supervision of a Lieutenant, performs general law enforcement work of average difficulty and responsibility in the preservation and protection of life and property, the prevention of crime, the maintenance of good public order, the enforcement of civil and criminal law, and other related duties as required by direction or assignment. All assignments involve responsibility for recognizing the social importance of the law enforcement function, and for conscientious and effective performance of duties without immediate supervision. Incumbent exercises judgment and individual initiative in the performance of routine duties and in emergency situations. Duties are generally performed on an assigned shift, but the deputy may be called upon to continue assigned duties or special work assignments on other shifts and/or at such times as directed to best fill the efficient and effective operations of the Sheriff's Office. Duties may be required to be performed in uniformed or plain clothes. Work is reviewed through personal observation, inspections and by discussion and review of daily reports for adherence to prescribed methods and procedures.

### SPECIFIC DUTIES:

Patrols assigned areas of the County to preserve public order and tranquility, and to prevent and/or discover the commission of crimes against person or property.

Makes arrests and testifies in the prosecution of law violators; conducts preliminary and/or detailed investigations of the commission of crime or law violations.

Protects the crime scene, gathers and preserves matters of evidence, takes and records testimony; directs and coordinates activities on-site until relieved by a superior officer; assists detectives in specialized investigations.

Transports prisoners to jail, and prepares offense and case reports and investigative information for evidence for court.

Enforces the traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; directs the flow of traffic when required; investigates traffic accidents.

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Participates in work involving juveniles, making preliminary and/or detailed investigation and follow-up, referring such cases as needed to Juvenile Court.

Assists in the training of Personnel.

Participates in Sheriff's Department recruitment and community relations activities as directed.

Assists with other duties as assigned.

**ESSENTIAL FUNCTIONS:**

Knowledge of the application of modern law enforcement principles and practices.

Knowledge of the importance of law enforcement work, the geography of the County, its unincorporated areas and the general roadway system of the County.

Knowledge of applicable laws, ordinances, rules and regulations.

Knowledge of first aid practices.

Ability to understand and carry out oral and written instructions.

Ability to react quickly and calmly in emergency situations.

Ability to cope with stressful situations and perform calmly under stressful conditions.

Ability to work closely with others as a team.

Ability to prepare and present clear, accurate, concise and objective written and oral reports.

Ability to enforce the law with firmness, tact and impartiality and to deal courteously with the public.

Ability to recognize and understand the emotional and physical reactions of both victims and perpetrators of crimes.

Ability to maintain a level of physical conditioning to be able to physically subdue, restrain, and apprehend law violators.

Ability to meet requirements of periodic in-service training in all high liability areas (firearms, defensive tactics, A.S.P., tactical driving).

Ability to render physical assistance to victims.

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Ability to adhere, at all times, to the standards and principles of honesty and integrity, and to keep your private life unsullied as an example to all.

Skilled in calmly and systematically eliciting critical information from individuals whom may be injured and/or highly emotional.

Skilled in the proper and safe utilization of law enforcement issued equipment, radio communications equipment and mobile dispatch terminal.

Skilled in firearms to be able to operate authorized revolver or semi-automatic handguns designated by the agency from a standing, crouch, kneeling, or prone position with either hand with accuracy. Essentials for this requirement shall consist of, but not be limited to, the following: grip, stance, sighting under various lighting conditions, trigger control, body positioning, drawing techniques and loading/unloading.

Skilled in the operation of motor vehicles in a safe and efficient manner in a law enforcement environment. Essentials for this requirement shall include, but not be limited to, the following:

- Ability to sit in a standard car seat
- Ability to use right foot for operation of gas pedal
- Ability to use right foot for operation of brake pedal
- Ability to use column gearshift
- Ability to obtain and maintain a valid Mississippi driver's license
- Ability to utilize standard vehicle emergency equipment; ability to use mirrors for safe vehicle operation
- Ability to properly identify colors utilized in descriptions

Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

This list of functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.

An applicant for the position of Patrol Deputy within the Harrison County Sheriff's Department that cannot perform these essential tasks will not be accepted. A current employee in the position of Patrol Deputy who is no longer able to comply with the requirements of The Harrison County Sheriff's Department will be referred to administration for appropriate action to be taken.

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**CHAIN OF COMMAND:**

This position reports and is accountable to the Lieutenant. Annual and supplemental job performance evaluations will be completed in writing and discussed with the officer performing these duties. During the review, the officer will sign the evaluation acknowledging receipt only, and receive a copy of the evaluation. The officer may disagree with the evaluation, and provide written comments as well.

**EDUCATION AND EXPERIENCE:**

1. All sworn officers will comply with the position requirements listed;
2. Have a high school diploma or equivalent (GED);
3. Must successfully complete required Mississippi Law Enforcement Basic Certification Course within one (1) year of employment;
4. Must have a minimum of two (2) years of full time patrol experience and a minimum of one (1) year Highway Interdiction experience.
5. In lieu of these qualifications, a combination of other training and experience may be considered.

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