

HARRISON COUNTY SHERIFF'S OFFICE
Law Enforcement Job Description

Position Title: Patrol Deputy	Base Salary: \$34,080.00 annually
Supervised By: Division Sergeant / Captain	

ESSENTIAL FUNCTIONS

To fulfill the mission, goals, and objectives of the Harrison County Sheriff's Office, officers and employees must have the ability to perform a variety of duties that are *essential* to the positions they fill. Therefore, individuals applying for the position of Patrol Officer will initially meet and maintain the same *Essential Functions* as those described under *Essential Functions of an Entry Level Officer*. They are:

1. Section 1 - Speak, Write, and Read Reports and Comprehend Other Documents;
2. Section 2 - Handle Human Relations Problems;
3. Section 3 - Engage in Physical Activities;
4. Section 4 - Operate Vehicle;
5. Section 5 - Enforce Traffic Laws and Manage Traffic Accidents;
6. Section 6 - Arrest and Detain Persons;
7. Section 7 - Use Physical Force to Control Persons;
8. Section 8 - Uses Deadly Force;
9. Section 9 - Conduct Search and Seizure;
10. Section 10 - Protect Crime Scene and Collect Evidence and Information;
11. Section 11 - Conduct Initial Investigations of Various Crimes and Events;
12. Section 12 - Provide Emergency Assistance; &
13. Section 13 - Present Testimony.

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

SPECIFIC DUTIES:

In addition to the general duties required, Patrol Officers will perform the following specific duties. Deviations from the duties within this job description are subject to the prior written approval of the Major of Law Enforcement Operations. The Patrol Officer will:

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1. Respond to dispatch orders without unnecessary delay;
2. Routinely patrol and inspect the unincorporated areas of Harrison County jurisdictional areas as frequently as possible;
3. Maintain proactive patrol for impaired drivers on the roadways of Harrison County;
4. Be familiar with locations of streets and buildings within the jurisdictional limits of the Harrison County Sheriff's Office, thereby enabling officers to render information and assistance to the public and decreasing response time;
5. Must be able to work Special Details on Holidays and Special Events;
6. Perform other duties that may be assigned by Division Lieutenant/Sergeant.

CHAIN OF COMMAND:

This position reports and is accountable to the Patrol Shift Corporal/Sergeant/Captain. 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 under *General Duties and Position Requirements for Sworn Officers*;
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 selection;
4. In lieu of these qualifications, a combination of other training and experience may be considered.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work includes sitting, talking, hearing, using hands to finger, handle or operate objects, tools or controls and reaching with hands and arms. The employee is occasionally required to stand, walk, climb, balance, stoop, kneel, crouch, crawl, taste and smell.

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Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

PRIOR TO EMPLOYMENT FOR THE POSITION OF PATROL OFFICER THE APPLICANT MUST MEET THE FOLLOWING PHYSICAL REQUIREMENTS:

AGE GROUPS	20 - 29		30 - 39		40 +			
	Male	Female	Male	Female	Male	Female		
1.5 mile run 70% pre-employment requirement	14:30	17:18	15:30	18:30	16:30	19:42		
Agility Run 70% pre-employment requirement	18:60	21:10	19:10	22:20	20:05	23:85		
Push Ups (Minimum required in a two minute time limit)	17-21 yrs	22-26 yrs	27-31 yrs	32-36 yrs	37-41 yrs	42-46 yrs	47-51 yrs	52+ yrs
70% min. for pre-employment	M - 52 F - 28	M - 50 F - 26	M - 48 F - 24	M - 43 F - 22	M - 42 F - 18	M - 36 F - 17	M - 32 F - 13	M - 26 F - 12

THE HARRISON COUNTY SHERIFF'S OFFICE 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 OFFICE 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.

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