



CROOK COUNTY SHERIFF'S OFFICE RESERVE DEPUTY JOB DESCRIPTION

Job Title: RESERVE DEPUTY
Department: SHERIFF'S OFFICE
Reports To: RESERVE COORDINATOR
Salary Grade:

I. Job Purpose:

This position is under the direct supervision of the Reserve Coordinator and serves at the pleasure of the Sheriff and is one of his representatives in this community. This position may perform any task to which they have been trained and are qualified. The general duties are to assist the Sheriff and to support regular deputies in the enforcement of the laws, the maintenance of order and the protection of life and property. The work is performed in a combined work environment but primarily in a vehicle and secondarily in an office. The work requires a high level of public contact under stressful situations in the community. This position is responsible for duties that do not require certification by the Department of Safety and Standards Training (DPSST).

- Number of Employees Reporting to This Position: 0

II. Duties, Tasks and Responsibilities:

Calls for Service:

- Provide information or help citizens understand the law as it is written.
- Respond to alarms as back up to regular deputy.
- Assist at fire and ambulance calls as requested.
- Assist other agencies as requested.
- Take information and write appropriate information reports.

Support Patrol Deputy:

- Watch for stolen vehicles and missing persons.
- Watch citizen's property and communicate issues.
- Prepare written reports of investigations.
- Protect Crime Scenes, take photographs and collect evidence as back up to regular deputy.
- Testify in criminal court proceedings or before a grand jury.
- Transport Inmates/Mental Hold/Meals when required.
- Provide security in the Courthouse when required.

Civil Service Activities:

- Locate individuals and serve subpoenas.
- Serve restraining and stalking orders.
- Serve landlord - tenant FEDs issued by the courts.
- Serve small claims packets.
- Provide civil stand-by during disputes as required to preserve the peace and prevent crime.



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Traffic Enforcement and Accident Investigations:

- Issue citations for traffic or vehicle violations.
- Provide traffic control at accident/fire/emergency scenes.
- Secure accident scenes, assist and interview witnesses, victims/suspects as a back up to regular deputy.
- Record information at accident scenes, measure, mark, and draw diagrams as a back up to regular deputy.
- Request emergency aid and vehicle tow.

III. Skills, Knowledge and Abilities:

- Position must be available for rotating shifts including holiday, evening, and weekend assignments.
- Ability and skill to communicate effectively.
- Ability and skill to gain cooperation of others.
- Ability and skill to learn and apply policies and procedures of the office.
- Ability and skill to learn and interpret and apply state laws and statutes.
- Ability and skill to work with others and to contribute to a positive work environment.
- Ability to push/pull objects, lift objects off the ground, from elevated surfaces and carry in excess of 100 pounds.
- Ability to sit for extended periods of time in a vehicle or at a desk.
- Ability to talk on the phone/radio while using computer.
- Ability to talk on radio while operating patrol vehicle.
- Ability to read instructions, manuals and road signs.
- Ability to hear alarms, voice conversation, etc.
- Ability to grip and hold a person to maintain control. Hold/restrain a struggling person.
- Ability to bend over at the waist, kneel, reach, twist at the waist, walk, run to pursue fleeing person and stand for extended periods.
- Ability to expend large unexpected and continued amounts of energy to capture and restrain suspects.
- Ability to hold/fire and qualify with office issued weapons.
- Ability to routinely operate a vehicle and operate an emergency police vehicle in a safe and prudent manner according to policy.
- Ability to swim and or tread water.
- Must wear issued body armor during patrol duties.
- Must wear/use PPE when in any situation where exposure to biohazard is likely.
- Ability to use a computer keyboard and mouse.
- Work effectively with angry, hostile or upset citizens or suspects.
- Able to make effective and appropriate decisions under times of stress.
- Cope with the physical effects of acute emotional personal stress (fear, anger, etc.).
- Cope with the physical effects of acute emotional stress of others.



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IV. Qualifications:

- High School diploma or GED equivalent.
- Minimum 21 years of age
- U.S. Citizen
- Valid Oregon driver's license by time of appointment.
- No criminal record or extensive traffic violation record.
- Successfully complete the Reserve Academy.
- Must hold or be able to obtain LEDS Certification.
- Must be able to obtain a CJIS Security Clearance.
- Prior to or on date of hire:
 - Able to complete a thorough employment and/or criminal history check.
 - Able to successfully pass a pre-employment drug test (not required for all positions).
 - Final candidates will be required to provide *official* proof of college degree and certified transcripts (not required for all positions).

V. Position Details:

- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required. Not all duties listed will be assigned to all employees in this classification.
- Position is subject to 24-hour call-back.
- Position has exposure to weapons or firearms, exposure to biohazards, driving at high speeds in all types of weather, and exposure to weather extremes.
- This position is subject to and shall subscribe to the Oath of Office and shall be subject to the laws, rules, policies and procedures of the Sheriff's Office, the County and the State as they apply to all employees.
- Fair Labor Standards Classification: **Non-Exempt**
- Crook County Sheriff's Office is an equal opportunity employer

VI. Signatures:

I acknowledge that I have read the above job description that applies to the position to which I have been appointed and I have received a copy thereof.

Employee Print Name: _____ Date: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____