



# Certified Law Enforcement Deputy

DeSoto County Sheriff's Office  
208 East Cypress Street  
Arcadia, Florida 34266

Class 100  
09/30/2019

SALARY RANGE \$39,250.00

## APPLICANTS MUST BE LAW ENFORCEMENT CERTIFIED IN THE STATE OF FLORIDA

### GENERAL DESCRIPTION OF DUTIES:

This class involves law enforcement work in protecting the public and preserving the peace while serving in a variety of assignments within the Sheriff's Office. The work involves responsibility for carrying out assigned duties in the areas of road patrol, criminal investigations, civil process, transportation, public information, traffic enforcement, training, court security, career development, school resource officer, or other areas deemed appropriate by supervisors. Positions in this class typically operate singly, but may operate with others. Deputies interpret and enforce all applicable laws and ordinances in the State of Florida, DeSoto County, and other applicable statutes, general orders, special instructions, and policies and procedures of the Sheriff's Office. Unusual situations and serious matters are referred to supervisors for action or guidance. Work is performed under general supervision of a Commander, Director or Supervisor who reviews work through reports, conferences, inspections, and observations of actions and results.

The DeSoto County Sheriff's Office affirms and adopts all requirements for employment as set in section 943.13 F.S.

### ATTENDANCE:

- Attendance is a mandatory and essential job function. Employees must show up to work and leave work on time.
- Employees must limit breaks and lunches to the allotted time.
- Employees are to use annual and sick time in accordance with General Orders, and provide proper notice of leave to management.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of law enforcement procedures as they relate to the interpretation and enforcement of all applicable laws and ordinances, particularly those dealing with civil and criminal processing, transportation of prisoners, public information, traffic enforcement, criminal and civil investigations, and road patrol.
- Knowledge of policies, rules, regulations, and procedures governing law enforcement operations within the Sheriff's Office.
- Knowledge of crime prevention techniques and the procedures for the collection and preservation of evidence at the crime scene.
- Knowledge of the geography, physical and social characteristics of the Sectors to which assigned.

- Knowledge of community resources and organizations which may be called upon in an emergency such as shelters for abused spouses.
- Knowledge of law enforcement communications and record keeping procedures and operations; of federal, state and other local law enforcement agencies.
- Skill in operating a variety of technical equipment related to law enforcement.
- Ability to read, write and speak effectively.
- Ability to communicate effectively both orally and in writing.
- Ability to respond quickly in emergencies, to exercise sound judgment and act decisively in emergency situations; and to administer first aid and other life saving procedures.
- Ability to act forcefully and to use physical restraint when called upon.
- Ability to enforce the law impartially and with proper regard for all legal procedures and safeguards governing the work.
- Ability to read, understand, interpret and apply court rulings, general policies and written instructions as they apply to the work.
- Ability to communicate effectively with the public, prisoners, and other law enforcement officers within and outside the organization.
- Ability to make formal presentations to the public or in the classrooms; and to interview and interrogate effectively.

#### TASKS:

- Performs patrol duties to prevent and detect violations of the law.
- Must be able to meet physical requirements and standards.
- Must be able to work days, nights, week-ends, holidays and extra shifts.
- Responds to numerous emergency and routine calls from the public ranging from domestic complaints, accidents, fires and criminal actions in progress; assists in settling complaints, arrests offenders, collects and preserves evidence, prepares reports and testifies in court as required.
- Responds to traffic accidents and may be required to assist other law enforcement agencies with traffic incidents. May be required to arrange for ambulances to assist sick and/or injured.
- Responds to accidents and may be required to assist other law enforcement agencies and may be required to arrange for ambulances to assist sick and/or injured.
- Represents the State of Florida in requested or mandatory court hearings or judicial proceedings at traffic, misdemeanor or felony level.
- Must be able to work during the event of all emergency situations such as Hurricanes, etc.
- Assists citizens in preparing criminal affidavits in conjunction with the complaints of criminal activity.
- Initiates criminal investigations from information developed from sources other than the ordinary citizen complaint.
- Investigates crime scenes, collects and preserves evidence, develops prints, photographs, sketches and descriptions of scenes; submits evidence to laboratories for further analysis; interviews witnesses and interrogates suspects to develop information and evidence in criminal investigations.
- Serves civil papers (subpoenas, summons, executions, and evictions) on citizens, law enforcement officers, corporate officers or others; makes personal contact with individuals at their home or place of business; processes papers for criminal actions.
- Transports inmates to prison, the courts, or to health facilities; assists in the extradition of prisoners in other counties or states.
- Provide information and statistical data and other related information concerning the Sheriff's Office.
- Makes presentations to the public dealing with various categories of crime and crime prevention; establishes "crime watch" groups throughout a district to aid in the prevention of such crimes as burglary and assault.
- Performs related work as required.

## POLICIES:

- Arrives on time for work, limits breaks, and lunches to allotted time, and leaves on time. Uses leave in accordance with General Order. Communicates and cooperates with management in providing proper notice of leave; patterns and amounts of leave usage (not including legitimate, properly scheduled and approved leave and protected leave.)
- Volume of work accomplished is consistent with position requirements and produced within quality tolerance standards.
- Works with other team members to achieve group goals by contributing ideas in group settings, accepting ideas contributed by others, operating within team rules, participating in team activities (meetings, committees, boards) working with team members to improve job knowledge and skills, putting team goals over personal goals, and supporting team leaders once decisions are made.
- Follows standard office procedures, safety policies and procedures and Agency General Orders.
- Operates and cares for equipment, tools, and vehicles according to prescribed standards and schedules .
- Follows safety procedures; meets standards for frequency, severity and at fault status of vehicle accidents, other accidents, and other injuries of all types; participates in identifying and resolving causal factors for accidents' participates in promoting safety on the job.
- Maintains uniform and equipment in accordance with General Orders; maintains supply of forms and reports needed to perform duties; ensures vehicle is kept clean and in good working order, maintains weapons in accordance with DCSO policy.
- Permanent shift with rotating days off; field conditions; exposure to extreme weather conditions, armed and / or dangerous persons, arrest of felons, individuals with contagious diseases, and hazards associated with emergency driving and traffic control.

## PHYSICAL ABILITIES:

- Intermittent performance of extremely physical demanding work, typically involving some combination of reaching, bending, stooping, kneeling, crouching, running, and climbing.
- May involve lifting, carrying, pushing, and / or pulling.
- Must be able to exert up to 150 pounds of force occasionally and / or negligible amount of force frequently or constantly to lift, carry, push, or otherwise move objects such as in the event of chasing and subduing a law violator resisting control and / or Physical combat.
- Tasks may also involve standing, sitting, or walking for long periods.
- Visual perception and discrimination is required as well as being able to isolate and distinguish critical sounds.

## MIMIMUM QUALIFICATIONS:

- High school diploma or equivalent (GED) required.
- Law Enforcement certification is required. Ability to work regular work hours
- Must qualify with firearms and maintain firearms proficiency.
- Valid Florida driver license required.
- Having completed and passed a law enforcement academy and state board
- Or, hired as a recruit, with certain conditions applied, eligible to be sponsored for law enforcement academy within 180 days of hire. TEA status until successful completion of both academy and state board exam.

FOR OUT-OF STATE LAW ENFORCEMENT—CERTIFIED DEPUTIES:

If you are certified in law enforcement in another state, federal agency, or if you have more than four years break in certification, you may be exempted from attending the full basic recruit academy, and you qualify for an Out-Of-State Equivalency. To determine if you meet the requirements please contact the Florida Department of Law Enforcement Center.

NOTE:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The DeSoto County Sheriff's Office does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, veteran status, marital status, familial status, sexual orientation/preference, gender identity, gender expression, political beliefs, disability/handicap, genetics or any other characteristics protected by local, state, or federal law in employment or the provision of service.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.