



BEE COUNTY SHERIFF'S OFFICE

Sheriff Randy Aguirre

1509 GALLOWAY DRIVE BEEVILLE, TEXAS 78102 (361) 362-3221 (361) 362-3227 (FAX)

Job Description: Patrol Deputy

CLASS NO.
PAY GROUP:

EEOC CATEGORY:
FLSA: Nonexempt

SUMMARY OF POSITION:

Protects the county's residents and property, enforces laws and ordinances, and performs patrol and emergency response functions. Also responsible for implementation of the Sheriff's mission and vision as to the direction of the patrol division.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Patrol Sergeant
2. Directs: This is a non-supervisory position
3. Other: Has frequent contact with other departmental employees, other county, city, state and federal agencies and departments, attorneys and judges, social workers, adult and juvenile probation officers, other law enforcement agencies, related agencies and organizations, media, and the general public.

EXAMPLES OF WORK

Essential Duties*

Patrols an assigned area, generally by vehicle, to prevent crimes and enforce laws and regulations;

Responds to emergency calls and routine complaints and takes action as necessary;

Pursues and apprehends suspects;

Issues traffic citations and directs traffic;

Prepare reports and complaints; provide public assistance as necessary.

Investigates traffic accidents, civil disturbances, and crimes against persons and property, to include, but not limited to; murders, assaults kidnappings, burglaries and robberies.

Assists Federal, State, and local law enforcement officials with investigations and emergencies:

Keep necessary accurate records of activities and makes initial reports covering crimes, complaints, accidents, and investigations:

Serve warrants and makes arrests;

Serve civil papers, including writs, summons, subpoenas, capias, etc.;

Questions witnesses and suspects, and takes statements;

Gathers and labels evidence, takes photographs and fingerprints;

Guards and transports prisoners;

Testifies in court when required;

Ensure that all issued equipment is maintained per departmental procedures;

Deals with, detains and transports subjects to State Hospital or other mental health facility when required;

Provides public assistance such as helping stranded motorists, giving directions or advice, etc.;

Performs animal control functions, especially relating to livestock on roadways in absence of County Animal Control Officer;

Use and maintain departmental equipment safely and use properly for extended periods of time; work in all weather conditions, inside and out, in light and/or dark conditions; perform duties acceptably after long hours without sleep during emergency situations.

Type on a data terminal, stationary or mobile; work in confining or uncomfortable places for an extended period of time, (stake-outs, command post, etc.); shoot a pistol, rifle, shotgun; demonstrate competent weapon proficiency and the ability to maintain weapons for maximum performance.

Load and unload law enforcement equipment from a vehicle, including lifting objects over 15 pounds from trunk, back seat, etc.

Performs supervisory duties in the absence of a supervisor.

Is on call and available 24 hours a day , 7 days a week for call out or Sheriff's recall.

Other Important Duties*

May address and work with community groups to promote good public relations and to inform citizens of police activities and crime prevention; and

Performs such other related duties as may be assigned.

All Bee County Sheriff's Office employees shall be available by telephone, at all times. Sheriff's Office personnel are subject to recall, at any time, twenty four hours a day, at the discretion of the Sheriff.

*for the purpose of compliance with the American with Disabilities Act (ADA) this job description does not take into account potential reasonable accommodations

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Federal, State, departmental policies, rules, regulations, and local laws;
use and care of vehicles, firearms,
and specialized equipment; and county geography

Skill/Ability to: Understand and follow written and oral instructions; establish and
Maintain effective working relationships with other law enforcement
Agencies and the general public; analyze situations and adopt a quick,
Effective, and reasonable course of action; demonstrate proficiency in
Both oral and written communication; maintain appropriate necessary
Certifications, Texas Driver's License applicable to job responsibilities,
And good driving record. Must also be well versed in data entry and

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation or its equivalent plus at least 2 years of experience in law enforcement;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities

CERTIFICATES AND LICENSES REQUIRED

Basic Certification from the Texas Commission on Law Enforcement (TCOLE); and appropriate Texas Driver's License

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