



Title: Deputy Sheriff

FLSA Status: Non-Exempt

Department: Sheriff

Updated: 11/2022

General Definition of Work

Performs intermediate work in the Sheriff's Office involving a variety of general or support duty assignments, responding to emergency and non-emergency calls, patrolling roadways, water and, land areas on assigned routes, investigating criminal complaints and investigating crime scenes, attending court, maintaining files and records, preparing reports, and related work. Work is performed under the general direction of the Chief Deputy Sheriff.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Respond to 911 calls or emergencies and respond to calls for service. Investigates criminal complaints and processes crime scenes. Patrols roadways, water, and land within the County. Operates and maintains a variety of equipment.
- Serves Civil Process and criminal arrest warrants and a variety of other court paperwork and directions.
- Transports prisoners and mental health patients and provide for court security.
- Review all Human Services intake reports and determine if further investigation is required. General knowledge to assess health and safety concerns for self and others, ability to identify social problems and needs to assess the ability of individuals and families to utilize services in problem solving.
- Prepares and instructs on a variety of topics for public/community gatherings; child passenger safety, snowmobile safety, K9, youth firearms safety, touch-the-truck, school respond to critical incident training, community expo, DARE, public fraud and scam prevention, internet crimes, and various other topics.
- Pope County does not have a dedicated school resource officer, thus requiring patrol Deputies to respond to all school related criminal matters as well as other behavioral and mental health issues.
- Ongoing training for Deputies which include, but are not limited to, areas of crisis intervention + de-escalation, investigations, firearms, defensive tactics, taser, expandable baton, chemical / aerosol, handcuffing, legal updates and case law, and use of force.
- Various other specialized training including K9, SWAT, scuba diving, drone, and computer crimes.



Knowledge, Skills and Abilities

General knowledge of laws, rules and regulations relating to courts and criminal justice; general knowledge of the geography of the County and location of important buildings; thorough knowledge of the rules and regulations of the Sheriff's Office; skill in the use of firearms, public safety equipment and motor vehicles; skill operating a personal effectively both orally and in writing; ability to establish and maintain effective working relationships with administration and staff; ability to deal courteously, firmly and tactfully with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action.

Minimum Qualifications

Associate or Technical degree and minimal experience, or a combination of equivalent education and experience.

Special Qualifications

First Responder certification.

MN Peace Officer and Training license.

Must meet and maintain all department and State training and education requirements for position.

Valid driver's license in the State of Minnesota.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This classification regularly involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; and hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Regular
Up to 25	Regular
Up to 50	Regular
Up to 100	Occasional
100 or more	Occasional

Environmental Exposures	
Work near moving mechanical parts	Occasional
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	Frequent
Extreme Heat, non-weather	Frequent
Noise Level	Moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.