

DEPUTY SHERIFF
Pulaski County Sheriff's Department
Patrol Division

Department: Pulaski County Sheriff's Office

Supervisor Exercised: None

Supervision Received: Patrol Corporal, Patrol Sergeant, Patrol Lieutenant, Patrol Captain, Chief Deputy

Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt/Full-Time

Age Requirement: Individual must be at least 21 years of age

REQUIRED TESTING/SCREENING AND CERTIFICATIONS: Drug & Alcohol Testing, Fingerprinting, Background Screening & Driving Record Required.

Essential Employee: Yes, please see Pulaski County Personnel Policy

Work Hours: Weekday, weekend, evening and some holiday work may be required.

ESSENTIAL FUNCTIONS: A Deputy Sheriff's essential functions are centered around preserving public peace and enforcing laws within their county. This includes patrolling assigned areas, investigating crimes, responding to calls for service, making arrests, and serving civil papers. They also handle inmate detention, provide security at courthouses, and may participate in special enforcement details. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

JOB REQUIREMENTS: 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 maybe allowed enabling an individual with disabilities to perform the essential functions.

RESPONSIBILITIES:

- Maintain law and order and serve legal processes of the courts
- Drive patrol vehicle in an assigned area to enforce laws, investigate crimes and arrest violators
- Observe and issue traffic citations, criminal warrants and county ordinance violations
- Assume control at traffic accidents to maintain traffic flow, assist injured persons and investigate causes of accidents
- Investigate illegal or suspicious activities of persons and quell disturbances

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- Locate and take persons into custody on arrest warrants
- Transport prisoners between facilities
- Serve subpoenas and summonses and keep order in the courtrooms
- Operate two-way radios and telephones
- Respond to citizen complaints and provide services to persons in need
- Prepare and file numerous criminal and administrative reports

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Virginia criminal and traffic laws, including arrest procedures and constitutional rights
- Knowledge of law enforcement policies and procedures (use of force, evidence handling, report writing)
- Understanding of courtroom procedures and judicial process
- Knowledge of civil process service (warrants, subpoenas, eviction notices)
- Familiarity with emergency response protocols and incident command systems
- Knowledge of defensive tactics and officer safety practices
- Strong communication skills (verbal and written)
- Conflict resolution and de-escalation skills
- Ability to observe, assess, and respond quickly in dynamic situations
- Proficiency in report writing and documentation
- Firearms handling and safety skills
- Ability to operate law enforcement equipment and vehicles
- Interviewing and interrogation skills
- Time management and multitasking under pressure
- Ability to make sound decisions under stress and in emergency situations
- Ability to remain calm and professional when dealing with difficult individuals
- Physical ability to meet fitness standards and perform duties such as restraining suspects
- Ability to work independently and as part of a team

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- Ability to interpret laws and apply them appropriately
- Ability to maintain confidentiality and ethical standards
- Ability to build trust with the community
- Ability to testify effectively in court

ADA REQUIREMENTS: Ability to stand or walk during an entire shift if required to do so; the ability operate computer equipment; ability to read and write and to exchange information; ability to position self to file papers; ability to move or handle one hundred and fifty pounds of weight for a distance of five yards; dexterity required to operate keypads, push buttons, and switches; ability to work independently in the absence of specific instruction; and ability to meet the public courteously and effectively.

EDUCATION AND EXPERIENCE & JOB REQUIREMENTS:

- High school Diploma or GED preferred.

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **without accommodation.**

OR

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **with accommodation(s).**

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date