

JOB SUMMARY

This position is responsible for enforce criminal and civil law in the State of Georgia, public relations, and the protection of life and property.

MAJOR DUTIES

- Effectively maintains a working narcotics K9, this includes training, general wellness, and performing job duties.
- Enforces all applicable codes, ordinances, laws and regulations (both traffic and criminal) in order to protect life and property, prevent crime, and promote security.
- Prevents or discovers commission of crime; apprehends arrests and process criminals, fugitives, and offenders.
- Patrols designated areas via motor vehicle in order to detect or deter criminal activity and/or traffic violations.
- Provides assistance and backup support to other deputies or other departments as necessary.
- Participates in court activities and testifies in judicial proceedings.
- Transports prisoners, members of the general public, or other individuals as required.
- Inspects premises of residential/commercial buildings to detect suspicious activity.
- Provides assistance to other public service agencies.
- Creates and maintains positive public relations with the general public.
- Attends shift meetings, training sessions, and seminars as required to remain knowledgeable of county/departmental operations.
- Establishes and maintains effective working relationship with the general public.
- Responds to calls for service dispatched by 911 center.
- Enforces vehicle operation laws and issues citations and warnings.
- Conducts preliminary investigations, interview victims, complainants, and witnesses.
- Secures crime scenes and gather evidence.
- Provides traffic control for parades, school functions, and funerals.

- Prepares and serves criminal warrants.
- Responds and assists medical personnel as needed.
- Participates in court proceedings and gives testimony when needed.
- Inspects and maintains patrol vehicle, weapons, and uniform.
- Enforces traffic law in public highway in the State of Georgia.
- Enforces criminal law as defined in the Official Code of Georgia Annotated.
- Apprehends fugitives from justice.
- Provides information and advice of matters of a civil nature.
- Detects and recovery of illegal narcotics, contraband, and stolen property.
- Responds to motor vehicle collisions.
- Restrains and transports of individuals in custody.
- Assists in evaluation and transportation of individuals in a mental health crisis.
- Collects evidence.
- Writes incident reports.
- Fosters good community relations through various public activities.
- Responds to police related calls relayed by 911 dispatchers to include criminal incidents, civil incidents, and traffic related incidents.
- Deters, prevents, investigates crimes, apprehends and arrests criminals, fugitives, and other offenders and issues traffic citations.
- Investigates of various types of crimes.
- Checks daily reports from the patrol division to determine crime patterns and activity within the jurisdiction and reviews reports and investigative cases files during shifts.
- Assists to Patrol Staff and all other divisions of the department. Responds as needed to conduct major investigations and advises patrol staff on their activities frequently.
- Specifically assigned on call status and other divisions of the department. Responds as needed to conduct major investigations and advises patrol staff on their activities frequently.
- Responds to major cases, directs investigative efforts during major situations. Assumes command of

scenes and personnel when called to respond. Directs activities of patrol and other investigators during these incidents.

- Prepares cases for prosecution and maintain files, documentation, and evidence. Testifies during prosecution of major and minor crimes. Gathers and processes evidence and processes crime scenes.
- Attends training sessions to stay updated on current changes in Georgia law, mandatory certification classes, and specialty investigative classes and training.
- Conducts interviews and interrogations of witnesses, suspects, victims, and sources of information to include forensic and special victim interviews.
- Maintains the required sex offender database and registry as required by law and ensures compliance.
- Obtains search warrants, arrest warrants for major offenders, and executes high-risk warrants for these offenses.
- Patrols Harris County when possible, promotes community relations. Responds to complaints of criminal and drug activity.
- Works with other agencies on related cases. Acts as liaison to all other state, local, and federal agencies to promote co-operation.
- Conducts surveillance and undercover operations to further investigations.
- Provides Courthouse physical security and courtroom security.
- Warrant service.
- Prisoner Transport.
- Execution of writs.
- Secures scenes for EMS and firefighters.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the roads, navigating the county in an efficient manner, monitoring businesses, and areas known for illegal activities.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, traffic, and agency rules.
- Knowledge of laws and procedures to be able to answer questions from the residents.
- Knowledge of the reporting process.

- Knowledge of deputies' strengths and weaknesses so those can be addressed with training.
- Knowledge of resources available to complete tasks and duties.
- Knowledge of proper technique of securing a crime scene and properly collecting/documenting all pertinent evidence.
- Knowledge and training required to operate an emergency vehicle at high speeds safely and while analyzing the information regarding the situation you are responding.
- Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
- Knowledge of computers, data entry, and job-related software.
- Knowledge of the use of restraints.
- Knowledge of cultural awareness and community relations.
- Knowledge of scheduled maintenance on patrol vehicle and equipment replacement.
- Knowledge of civil court process, juvenile court process, criminal court process, trial process, and grand jury process.
- Knowledge of the look and smell of illegal substances and understanding the effects on the body.
- Knowledge of reading body language, detecting, and assessing threats.
- Skill in oral and written communication.
- Skill in interpersonal relations.
- Skill in gathering and organizing pertinent information for report writing.
- Skill in deductive reasoning, physical ability, and problem solving.
- Skill in testifying accurately in court for cases that are several years old.
- Skill in driving various types of vehicles in extreme weather conditions at high speeds.
- Skill in operating firearms and weapons.
- Skill in judging the readily observable functional, structural, or compositional characteristics of data, people, or things.
- Skill in providing a security presence at all entrances of the courthouse.

- Skill in investigation.
- Skill in sound decision-making.
- Skill in basic CPR/first aid.

SUPERVISORY CONTROLS

The Sheriff Captain/Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include Constitution of the Harris County Sheriff's policies and procedures, Harris County Employee policy, local ordinances, local codes and ordinances, Georgia Peace Officer Standards and Training, state laws, case law, office memorandums, and Official Code of Georgia Annotated. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of various investigative and law enforcement duties. Ever changing case law, unpredictability of the job, and stress contribute to the complexity of the position.
- The purpose of this position is to enforce criminal and civil law in the State of Georgia, public relations, and the protection of life and property. Success in this position contributes to the overall mission of the Sheriff's Office being accomplished.

CONTACTS

- Contacts are typically with other first responder agencies, 911 operators, general public, school system, investigators, courts, other law enforcement agencies, instructors, coroner, medical staff, medical examiner, and District Attorney/judges.
- Contacts are typically to provide services, to give or exchange information, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed at a desk while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes a sense of smell. The employee may use heavy body armor, breaching tools, and other protective equipment.
- The work is typically performed in an office, in a noisy place, and outdoors, occasionally in cold or inclement weather. The employee is exposed to dust, dirt, or grease, machinery with moving parts, and contagious, infectious diseases, or irritating chemicals. Work requires use of protective devices such as masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent required; and
- More than one year of related experience required; or
- Any equivalent combination of education, experience and training which provides the knowledge, skills, and abilities to perform the work.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.
- Speed Detection Device Certification.
- DUI/SFST Certification.
- ICAC Training and Certification
- Drug Investigation Training.
- Criminal Investigator Training.
- Crime Scene Processing and Evidence Training.
- CPR Training.
- Field Training Certification.
- Emergency Vehicle Operations Certification.
- K9 handler certification.