THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

DEPUTY

Alabama Career Center
1819 Bassett Avenue, SE
Decatur, AL
Phone: (256) 355-0142
Or
Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES AND RESPONSIBILITIES.

SALARY $18.75 PER HOUR

APPLICATION WILL BE ACCEPTED THROUGH MONDAY

OCTOBER 17, 2016.

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)

Limestone County
JOB DESCRIPTION

Job Title: Deputy

Department: Sheriff's Office

FLSA: Nonexempt Grade: IX

Job Description Prepared: February 2013

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Lieutenant

Subordinate Staff: None

Other Internal Contacts: All County Departments

External Contacts: Courts; General Public; Other Law Enforcement Agencies; Ambulatory Services; State Trooper; Game Warden; Probate Judge; Schools; Wrecker Services; ALDOT

Job Summary

Under the supervision of the Lieutenant, the employee performs law enforcement activities on behalf of the Sheriff's Office; performs patrol duties for assigned area; processes civil and criminal papers in accordance with established procedures; provides security for court proceedings; transports prisoners to and from jail complex and for special events held within the County; performs maintenance checks on equipment prior to each shift; ensures all personal equipment is clean and serviceable at all times.

Job Domains

A. Patrol

1. Reports to patrol supervisor for assigned area and instructions.
2. Patrols County businesses, schools, churches, private residences and other special areas as directed by supervisor and makes building searches of anything found open or disturbed.
3. Makes note during patrol of any situation that does not appear normal for the area, time of day, weather conditions, volume of traffic, assemblage of persons, etc.
4. Varies patrol route to prevent establishing a predictable pattern.
5. Responds to and investigates any complaint received; prepares a written report for each investigation.
6. Initiates investigation of complaints and prepares to brief the supervisor and investigator of known facts, suspects and situation.
7. Provides backup support for other law enforcement officers, including those from other agencies.
8. Assists stranded motorists; keeps traffic moving smoothly and safely; watches for traffic violations; operates department speed detection devices in accordance with departmental rules and regulations; maintains device log and other documents as required for purposes of evidence; directs traffic as required; assists with or provides escorts for funeral processions; perform emergency relays such as blood transports.
9. Assists in medical emergencies as needed by rendering first aid or assisting medical personnel.
10. Operates two-way radio in accordance with approved procedures; maintains radio contact with dispatcher; provides point-to-point communication with multi-agency responses requiring separate frequency utilization, such as State Troopers, Athens P.D., Emergency Management, Rural Fire, Athens Utilities, ambulance services, etc.
11. Notifies supervisor of unusual problems or complaints encountered.
12. Promotes good public relations.
13. Enforces all laws of the State of Alabama and Limestone County.
14. Prepares written reports of offenses investigated, arrests, daily activities, unusual events, force used, buildings checked, field interviews, etc.
15. Performs severe weather area-spotter requirements during severe weather watches; evacuates residents and motorists; relays condition observations as required to Emergency Management to aid in qualifying alerts and warnings; participates in Disaster Preparedness drills as directed.

16. Evacuates residents and motorists as directed in the event of a Browns Ferry Nuclear Power Plant emergency; maintains traffic and pedestrian security within any evacuation boundary; directs evacuees to emergency assistance centers via pre-selected routes; participates in BFNPP Disaster Preparedness Drills as directed.
17. Makes periodic inspections of all river accesses, boat ramp facilities, and public fishing areas along the Tennessee River, the Elk River and the Wheeler National Wildlife Refuge; report any unusual events, violations or persons in distress to the Forestry Service, Department of Conservation, Marine Police or Rescue Squad as required.
18. Performs periodic inspections of Pryor Field Airport and the multiple crop duster air strips in the County; notes any unusual events or air traffic patterns, vehicle traffic, truck traffic, etc., that would be consistent with the techniques employed for the importation of narcotics; provides written intelligence reports to the Drug Task Force as required.
19. Remains on watch for property, business and dwelling fires; upon discovery, notify the appropriate responding agencies and evacuates all persons from the structure or area; provides any assistance necessary to the responding agencies.
20. Remains on watch for prison escapees from the state prison; identifies state inmates in the vicinity of work details and chain gang details by issued clothing apparel; responds immediately to any call for assistance or alert issued by prison personnel regarding any emergency associated with the prison; assists the Department of Corrections as directed.
21. Contacts isolated senior citizens and senior citizen victims periodically; identifies individuals for the Adopt-A-Senior program and participate in the TRIAD program when possible; coordinates any special needs or victimization with the appropriate agency notifies the on-duty supervisor and TRIAD Program Director when practical.
22. Operates the department designated breath testing device when certified for obtaining scientific evidence in suspected DUI related cases; performs tests for other agencies as directed; maintains Department of Public Health, Department of Public Safety and court related documents and evidence information as required.
23. Responds to reports of chemical accidents and exposure to hazardous materials; identifies the material by shipping papers, placard, four-digit ID number or crate description; uses Haz-Mat Guide to initiate appropriate response; evacuates and secures as necessary; contacts Communications and supervisor; coordinates fire and rescue response as required.

B. Civil and Criminal Process

1. Receives outline of duties to be performed from supervisor.
2. Serves different types of court issued papers in accordance with established procedures; provides general information to person receiving papers as to their responsibility of response or action.
3. Documents service of court issued papers including date of service, place of service and person receiving process.
4. Presents and executes warrants of arrest for persons identified by appropriate issuing authority; ensures positive identity of arrestee as near as possible; provides all identification information necessary for incarceration to appropriate corrections staff or transfer agency.
5. Places persons arrested by warrant in custody and transports to the County jail; completes formal booking procedure as required; assists in application of bail within department regulations; assists in transfer to other jurisdictional agency.
6. Provides appropriate direction pertaining to applicable criminal laws to victims or persons involved when investigating complaints and offenses; advises on options and provides concise information on procedure for obtaining warrants from jurisdictional magistrate or court clerk; communicates with magistrate or court clerk by established departmental procedure, information ascertained during investigation to aid in the issuance of proper warrants.
7. Testifies in court.
8. Locates and transfers records for the court; ensures confidentiality of internal business records and criminal histories per departmental procedure.
9. Serves levies and executions, seizes property and possessions as directed; makes necessary arrangements for temporary holding of property pending court disposition; makes required written return to the issuing authority describing seizure and condition of property.
10. Executes evictions upon persons or property as directed; makes arrangements for necessary labor and transportation to accommodate physical removal of persons or property from described premises; makes required written return to the issuing authority describing actions taken and condition of property.
11. Locates and serves described persons for mental health evaluation as directed by the Probate Court; utilizes necessary tactics to ensure safety of the public, the detainee and the officer; transports as required and makes required written reports to the court, the department file and any mental health treatment facility staff.

C. Security

1. Performs Court Security Officer requirements as directed; maintains security for Juvenile, Small Claims, District, Circuit and Probate Courts as well as special hearings and other court proceedings; provides additional security as directed during high profile trials and proceedings calculated to result in enhanced public alarm and reaction.
2. Provides security at County jail when inmates are brought out of the secure environment for visitation, jail canteen, transfer to medical facility, extradition transfer, religious services, lawyer interview, bail applications, educational classes, etc.; assists with jail security during relief for on-duty Corrections Officer or during absence due to leave; assists during jail shake-downs and contraband searches as required; assists in restoring order during disturbances or riots involving inmates.
3. Provides security for inmates transferred from the jail to another facility including instate transfer to state prisons as well as out of state transfers.
4. Provides security for all public events within the County's jurisdiction including such events as ballgames, County fairs, elections, dignitary visits, etc.; assists with security logistics with other security specialist details such as Secret Service, Department of Public Safety, U.S. Customs, etc., as required.
5. Provides security as directed at major crime scenes, fatality wreck scenes, designated protected areas, hazardous materials and chemical spills, etc.; assists other law enforcement agencies as requested with scene security and crowd control; verifies identity of necessary personnel entering crime scene for investigation purposes as directed; provides security to prevent looting and vandalism in places of natural disaster such as tornado ravaged residential areas; assists EMA and FEMA officials as directed, as well as other support agencies such as the Red Cross and Salvation Army.
6. Provides security at public gatherings and high profile displays of support or reaction to volatile issues; assists in quelling public disturbances; coordinates efforts with other support agencies as directed.
7. Provides security as directed by the appropriate jurisdictional court for supervised child visitations and custody disputes; provides security as directed to accommodate property and possessions transfer during relationship estrangements or domestic violence related cases; provides security and transportation to victims of domestic violence to the appropriate temporary shelter or facility; maintains anonymity of destination shelter and ensure against further violence by perpetrator as situation permits.

8. Provides security during the execution of search warrants for the place or persons searched as directed; assists the Drug Task Force in property or person searches as the situation requires; secures evidence from destruction or contamination as directed until properly recorded and seized by designated evidence technician.
9. Provides security for intervention cases such as Department of Mental Health, Department of Human Resources, Board of Pardon and Parole, Crime Victims Compensation Commission, Juvenile Probation, Court Referral Officer, Court Substance Abuse Officer, etc., as directed; takes necessary action to prevent interference with or obstruction to the duties of the agency representative requesting your assistance.
10. Provides security as directed for sequestered juries including transportation, lodging, meals, visitation, exposure to media, etc., guarding against any event that might jeopardize the applicable trial or its result; immediately report to Supervisor any breach of security or unusual event; makes written report to the Sheriff through chain of command, the District Attorney, and trial judge.

D. Professional Preparation & Development

1. Attends scheduled in-service training sessions; maintains familiarity with department film library and availability of specific topic training tapes; previews monthly newsletter listing upcoming training topics on the Law Enforcement Training Network satellite system; makes requests as required for taping of any desired session for later review.
2. Attends department computer database and Criminal Intelligence System training as required; maintains familiarity with various screens, queries, reports and statistics as required; develops keyboarding skills to enhance data entry for warrants, arrests, jail rosters, personnel records, work release, etc.
3. Substitutes for the Communication Officer during relief or emergency; conducts centralized communication with State Troopers, Athens P.D., Rural Fire Departments, Rural EMT's, County Commission, ambulance services, State Prison, BFNPP, Emergency Management, as well as all Sheriff's Office personnel; operates the 911 Dispatch Center, NCIC and Sheriff's Office computer terminals.
4. Maintains the physical stamina and dexterity to complete the department required semi-annual Physical Training Qualification test.
5. Completes the annual Peace Officer Standards & Training Commission service weapon qualification test.
6. Attends department classroom and range training for 12 gauge shotgun, approved back-up weapons and service weapons; completes semi-annual qualifying with each weapon.

7. Serves as an investigator during orientation and cross-training as assigned by supervisor for a minimum of one month; attends court sessions, grand jury sessions, etc., when not testifying for familiarization of criminal prosecutions and trial environment.
8. Attends specialty schools and seminars when available; reads journals, publications, case synopses, search and seizure case law, etc. on a continuing basis for professional improvement; stays abreast of new laws and changing laws.
9. Attends training for Draeger breath analyzer; testifies in court regarding instrument theory and operation when required; attends annual retraining for re-certification.
10. Attends training for Doppler Radar speed detection equipment; testifies in court regarding instrument theory and operation when required; attends training for certification as required.

E. Equipment and Uniform Maintenance

1. Inspects and performs operator maintenance on assigned vehicle, including check of fluids, tire pressure and radio and emergency equipment; makes sure vehicle is thoroughly cleaned; makes thorough search of any prisoner transport area for any hidden or discarded contraband items or dangerous instruments or weapons; repeat the search following the transportation of any individual; makes written notation of any equipment deficiencies or contraband seizures on daily activity report.
2. Ensures that periodic scheduled procedures such as oil change, lube and tire rotation are completed; maintains accurate records of scheduled maintenance and gas logs.
3. Notifies supervisor of and arranges for necessary maintenance and repairs; notifies supervisor of any unsafe condition that would render a vehicle inoperable and makes arrangements for substitute vehicle for shift duration; informs the on-duty Communication Officer to note the out-of-service status of a vehicle for successive shifts to prevent additional damage or endangerment.
4. Keeps fuel tank at least half full at all times; protects against unauthorized entrance to the County Shop area and unauthorized access to computerized gas delivery system.
5. Inspects firearms for proper ammunition, working order, and safety features; cleans and lubricates all weapons.
6. Cleans and maintains all personal equipment such as uniforms, shoes, hat, brass and duty gear in accordance with department standards.
7. Promotes good public relations.
8. Performs other duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County and departmental policies, procedures, and guidelines.
2. *Knowledge of civil and criminal law and court procedures.
3. *Knowledge of County layout and road system and traffic regulations.
4. Knowledge of first-aid, CPR, safety procedures, self-defense and emergency procedures.
5. Knowledge of modern law enforcement principles, practices and procedures.
6. Knowledge of basic computer applications and law enforcement databases.
7. *Knowledge and ability to maintain and properly use all weapons.
8. Verbal skills to effectively communicate with co-workers, supervisors, the general public and court personnel in person, over the telephone and two-way radio.
9. Writing skills to clearly and neatly complete routine forms, records and reports.
10. Listening skills to take accurate statements.
11. Reading skills to understand operator manuals and state and county law enforcement directives, procedures and instructions.
12. Math skills to perform advanced arithmetic and metric conversions required for breath analyzer operation, testimony and Doppler radar theory and operation.
13. Driving skills to properly and safely operate vehicle under adverse conditions and situations.
14. Ability to handle all types of behaviors and remain level-headed in stressful situations.
15. Ability to analyze situations and make quick, effective and reasonable decisions under stressful conditions.
16. Ability to work independently without close supervision.
17. Ability to safely fire a weapon at a moving target at a distance, distinguish colors, identify persons and objects at a distance, such as suspects, tag numbers, etc., and in low light environments.
18. Ability to lift heavy objects and subdue belligerent individuals.
19. Ability to climb on top of or under structures.
20. Ability to pursue and detain a fleeing suspect.
21. Ability to work outdoors under adverse weather conditions.
22. Ability to remember names, faces and details of incidents.
23. Ability to operate police radio.

Minimum Qualifications

1. Possession of a high school diploma or GED.
2. Possession of a valid Alabama Peace Officers Standards and Training Certificate or be able to attend a police academy to obtain one within six months of employment.
3. Must be 21 years of age.
4. Possession of a current and valid Alabama driver's license.
5. Emotional stability to work in highly stressful and dangerous situations.
6. Ability to work overtime, holidays, weekends and during emergencies.
7. Ability to travel within or outside the state to attend training and transport prisoners.
8. Ability to obtain a valid Draeger operator certificate and Department of Public Health license within 6 months of employment.
9. Ability to obtain a valid Doppler Radar instrument operator certificate within 6 months of employment.
10. Ability to obtain Court Security Officer Certification within 1 year of employment.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.