



## DALLAS COUNTY JOB DESCRIPTION

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<b>Job Title:</b>	Deputy I	<b>Job Code:</b>	900000	<b>Job Grade:</b>	66
<b>Reports To:</b>	Shift Commander	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	N
<b>Department:</b>	Sheriff	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	9221
				<b>WC Code:</b>	7720
<b>Division:</b>	Various	<b>CS Code:</b>	B-S	<b>EEO Code:</b>	D04

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**Summary of Functions:** Performs a variety of law enforcement and related activities.

**Management Scope:** N/A

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<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Arrests <ul style="list-style-type: none"> <li>• Researches and identifies the location of individuals wanted on felony warrants,</li> <li>• Executes criminal and search warrants, and makes arrests,</li> <li>• Collects and preserves evidence,</li> <li>• Transports individuals to jail, and</li> <li>• Books voluntary and involuntary individuals into jail.</li> </ul>	E	E
2. Warrants <ul style="list-style-type: none"> <li>• Researches charges on inmates,</li> <li>• Monitors arraignments,</li> <li>• Serves outstanding warrants on individuals and prepares related documents, and</li> <li>• Accepts cash and cash equivalents to allow individuals to bond out of jail or pay court assessed fines/court costs.</li> </ul>	E	E
3. Patrol <ul style="list-style-type: none"> <li>• Patrols unincorporated and other assigned areas of the County,</li> <li>• Enforces traffic laws and commercial vehicle weight and size regulations,</li> <li>• Inspects trouble-prone areas, checking security of local businesses and residences,</li> <li>• Answers complaint calls,</li> <li>• Investigates crimes and disturbances,</li> <li>• Interviews witnesses, gathers evidence and interrogates suspects,</li> <li>• Makes arrests, and</li> <li>• Prepares offense and incident reports.</li> </ul>	E	E
4. Investigative Research & Physical Evidence <ul style="list-style-type: none"> <li>• Conducts specialized criminal investigations and interdepartmental investigations, if required,</li> </ul>	E	E

- Participates in developing, interpreting and evaluating intelligence information,
- Participates in coordinating investigative actions with Federal, State and other local agencies,
- Ensures physical evidence is properly received, safeguarded and the chain of custody is maintained.

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| 5. | Security   | E |
|    | <ul style="list-style-type: none"> <li>• Provides courtroom security and prisoner security,</li> <li>• Provides armed security for public portions of the jails and the Sheriff's administrative facilities, and</li> <li>• Conducts unannounced detailed physical searches of inmates, cells and other jail facilities to locate and seize contraband.</li> </ul> |   |
| 6. | Transports inmates to and from various locations.  |   |
| 7. | Human Resources  | E |
|    | <ul style="list-style-type: none"> <li>• Recruits applicants and performs pre-employment interviews,</li> <li>• Conducts detailed background investigations, and</li> <li>• Participates in Academy training of new and transferred employees.</li> </ul>  |   |
| 8. | Performs other duties as required by the Sheriff.  | N |
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**Minimum Qualifications:**

Education, Experience and Training:

Must have successfully maintained all State and Sheriff's Department commissioning requirements (Texas Commission on Law Enforcement Officer Standards and Education - TCOLE certification as a Peace Officer) and one of the following:

- 1) Requires completion of two (2) years as a Detention Service Officer (DSO),
- 2) **OR** thirty (30) hours of college from an accredited college or university with a grade "C" or better in each class, with no DSO experience,
- 3) **OR** two (2) years of continuous military service with honorable discharge with no DSO experience.

Special Requirements/Knowledge, Skills & Abilities:

Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must be at least 21 years of age. This position requires successful completion of a polygraph exam, psychological exam, physical exam and extensive background investigation. Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol testing during employment. Must be able to obtain and maintain all State and Sheriff's Department Commissioning requirements.

Physical/Environmental Requirements:

Must be able to perform defense tactics against individuals. Requires one or more of the following: prolonged sitting, standing, walking, running, ascending and descending of stairs, both inside and outside. Must be able to work varied days and shift schedules, to include weekends and holidays. Potential exposure to communicable diseases.

Hay Points/Point Factor:

N/A

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 12/08; 11/10;05/15

Approved by Sheriff's Department Civil Service Commission

Date 12/08; 11/10;05/15

Adopted by Commissioners Court

Date 12/08; 11/10;05/15

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.