



**2023 Saline County  
Sheriff - Patrol Deputy  
Job Description**

**Exempt:** No  
**Department:** Sheriff's Office  
**Reports To:** Patrol Sergeant  
**Location:** 735 S Neeley St Benton, AR 72015  
**Safety Sensitive:** This position is designated as safety sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

**GENERAL DESCRIPTION OF POSITION**

Under the general direction of the Patrol Sergeant, the patrol deputy patrols an assigned area and is responsible for maintaining the peace by enforcing laws, investigate accidents; supervising and maintaining the health, safety, and property of persons at the scene of an accident or in an emergency situation; respond to public requests for assistance and implement crime prevention measures; check doors and windows of business establishments and private homes, investigates unusual crowds of people and takes report on missing persons, harassment, burglaries, etc. Work involves an element of personal danger and the incumbent must be able to act without any supervision or direction, relying only on training and experience, plus exercise independent judgment in meeting emergencies. The Patrol Deputy must ensure that all duties are performed according to county policy and procedures and in accordance with federal and state laws. This individual has extensive contact with the public and has the responsibility to perform all duties within the law maintaining personal safety and the protection of the general public and all others.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Patrols county roads, residential areas, and business districts to enforce traffic and criminal laws and ordinances ensuring the safety of citizens and property; makes arrests and/or issues citations to violators as necessary.
2. Responds to calls from citizens in need of law enforcement assistance (i.e., domestic disturbance, criminal mischief, burglaries, crimes in progress, traffic accidents, etc.); makes arrests and/or issues citations as necessary.
3. Ensures crime scenes and related evidence are secure; processes crime scenes taking photographs and fingerprints; seizes and impounds property as necessary.
4. Receives, tags, and stores evidence, found property, or property maintained for safekeeping in the property room; presents testimony and evidence in court.
5. Investigates accidents and criminal activities; researches lead through interviews with victims, witnesses, suspects, on-line research, and inspection of property/buildings.
6. Prepares detailed incident, arrest, investigation, and related reports; enters data into computer; submits to supervisor for review.
7. Completes daily activity report reflecting all work activities completed during shift.

8. Assists in the transports prisoners to jail, to and from court, and to other law enforcement agencies.
9. Attends community crime watch meetings and other community activities to promote crime reduction and community oriented policing by interacting with and educating district residents.
10. Reports to structure fires and other emergencies/disasters as necessary to establish control of situation and ensure public safety and security of property; implements emergency and/or disaster procedures; coordinates activities with Emergency Management staff.
11. Testifies in court and at hearings concerning investigations and citations and/or arrests.
12. Qualifies with use of authorized weapons on a periodic basis.
13. May act as a member of a special operating unit including SWAT, emergency rescues, and water patrol; must meet the minimum qualifications and complete required training if placed on these assignments.
14. Serves warrants in field and in office as individuals are located.
15. Enforces court orders involving actions such as the service of court summons; removal of property; service of judgments; and apprehension of individuals.
16. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 3 years related experience and/or training, and 7 to 11 months related management experience, or equivalent combination of education and experience.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

- Must be 21 years of age;
- No felony convictions;
- Possess or be able to immediately obtain a valid Arkansas Driver's License;
- Provide proof of U.S. Citizenship upon request
- CLEST Certification within 1 year of hire;
- Complete a minimum of 24 hours of training per year;
- Qualify with a score of 80% with all firearms he/she will be using or carry;
- Complete mandated yearly classes as specified by the Commission on Law Enforcement and Training.
- Physical Readiness Testing: The Sheriff will authorize appropriate personnel to conduct physical readiness testing (PRT) of all deputies two (2) times in a calendar year. All Sworn deputies, to include detention deputies must perform the following:
  - Plank (no time requirements)
  - Pushups (no number of time requirements)
  - One (1) mile walk (no time requirements)

## **WORKING CONDITIONS**

Outside or inside working environment, wherein there are potentially hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions; and occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock. The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; frequently required to stoop, kneel, crouch, or crawl; and occasionally required to climb or balance. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

The position may involve regular and irregular hours needed to perform related duties. Work hours may be extended in the event of an emergency, disaster, manpower shortage, workload or work-in-progress. Exposure to danger is possible and carrying a firearm is required. Knowledge of principle, practice and techniques of law enforcement, criminal justice system, self-defense and use of fire arms. This position is designated as a sensitive position as defined by Act 593 of 2017.

The duties listed above are intended only to show the various types of duties that will be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the Sheriff's Office are assigned by the Sheriff or Chief Deputy or a designated representative and are subject to be changed when deem in the best interest of the Office.

This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the need of the employer and requirements of the job change.

## **SALINE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**