

Macomb County, MI  
Deputy

<b>Classification Title</b>	Deputy
<b>Department</b>	Sheriff's Office
<b>Union Representation</b>	Fraternal Order of the Police Labor Council (FOPLC)
<b>FLSA Status</b>	Non-exempt Overtime pursuant to Collective Bargaining Agreement
<b>Pay Grade</b>	UNDEFINED
<b>Employment Relationship</b>	Just cause subject to probationary period

**GENERAL SUMMARY**

Under direction, maintains law and order and serves the legal process of courts; patrols assigned areas to enforce laws, investigates crimes and arrests violators; investigates illegal or suspicious activity; may transport prisoners.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

Maintains law and order by patrolling assigned area; issues traffic citations; may make arrests for law violations; appears and testifies to evidence in court.

Investigates illegal and/or suspicious activities and persons; attempts to subdue and control disturbances and arrests law violators.

Prepares detailed reports on vehicle crashes (accidents), arrests and other cases.

Locates, transports or escorts persons and/or prisoners between courtrooms, jail and medical facilities.

Serves subpoenas and summons and maintains various records and documentation.

Assists vehicle accident victims and investigates causes of vehicular accidents.

Assists in maintaining the security of the jail area; provides custodial care of inmates and assists in obtaining inmate compliance with disciplinary rules and regulations.

Takes count of inmates, inspects inmate quarters, aides in preventing escapes and takes part in searches for escaped inmates.

Operates motor vehicles, firearms and other law enforcement related equipment.

Provides instruction on safety awareness to students and the public.

Performs related duties as assigned.

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### **QUALIFICATIONS**

#### **Required Education and Experience**

- Possession of a high school diploma or a certificate of successful completion of the General Educational Development (GED) test
- Successful completion of the Michigan Commission on Law Enforcement Standards (MCOLES) physical ability test and written exam
- Recognized as certifiable by MCOLES
- Must be at least eighteen (18) years of age
- Must be a resident of the State of Michigan for one (1) year and have United States citizenship
- Applicants must meet all Civil Service requirements which include a physical examination, drug screen, psychological evaluation and background investigation prior to appointment
- At time of appointment, applicant must be on Sheriff's Civil Service Commission's eligibility list for Deputy Sheriff

#### **Required Licenses or Certifications**

- Possession of a valid Michigan driver's license and operable, insured automobile for authorized travel

### **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

#### **Knowledge of:**

- Criminal and civil law and enforcement techniques
- Interviewing and investigative techniques
- Legal evidence
- Court procedures

#### **Skill in:**

- Establishing and maintaining effective working relationships with co-workers, other law enforcement agencies and the public
- Interacting with all persons in a non-discriminatory manner

#### **Ability to:**

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- Work various shifts, holidays and overtime and be willing to remain available for duty twenty-four (24) hours a day
- Exercise leadership, initiative and good judgement and maintain a constant temperament while exercising consistent restraint while dealing with inmates and/or law violators
- Obtain and analyze factual information in investigations and interviews and to prepare concise reports of such investigations
- Effectively speak, write and understand the English language
- Effectively speak, write and understand a language other than English is preferred
- Understand and carry out oral and/or written instructions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Work independently

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**WORK ENVIRONMENT/CONDITIONS**

- *The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job.*

N/S=Never/Seldom O=Occasionally F/C= Frequently/Continuously

<b>Work Environment</b>	<b>N/S</b>	<b>O</b>	<b>F/C</b>
Office or similar indoor environment			<b>X</b>
Outdoor environment			<b>X</b>
Street environment (near moving traffic)			<b>X</b>
Construction site		<b>X</b>	
Confined space		<b>X</b>	
<b>Exposures</b>	<b>N/S</b>	<b>O</b>	<b>F/C</b>
Individuals who are hostile or irate			<b>X</b>
Individuals with known violent backgrounds			<b>X</b>
Extreme cold ( <i>below 32 degrees</i> )			<b>X</b>
Extreme heat (above 100 degrees)			<b>X</b>
Communicable diseases			<b>X</b>
Moving mechanical parts		<b>X</b>	
Fumes or airborne particles		<b>X</b>	
Toxic or caustic chemicals, substances or waste		<b>X</b>	
Loud noises ( <i>85+ decibels</i> )		<b>X</b>	
Blood Borne Pathogens			<b>X</b>

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### PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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Demand	Frequency			Description
	N/S	O	F/C	
Balancing			X	On even or uneven surfaces/ground
Bending			X	Tasks involve forward or backward bending at the waist
Climbing/Working at Heights		X		Tasks involve climbing up or down stairs, ladders, scaffolding and platforms
Crawling		X		Inspecting in confined spaces. Moving about on hands and knees
Digging		X		Tasks involve manual digging
Driving			X	Tasks involve operating any motor powered vehicle on sealed and unsealed roads
Grasping			X	Tasks involve gripping, holding, clasping with fingers or hands
Kneeling			X	Tasks involve flexing/bending at the knees and ankles to work at low levels
Manual Dexterity			X	Tasks involve fine finger movements i.e., keyboard operating, writing
Lift/Carry			X	Tasks involve raising/lowering or moving objects from one level/position to another (covered by the items below)
Up to 10 pounds			X	
11-24 pounds			X	
25-34 pounds			X	
35-50 pounds			X	
51-74 pounds		X		
75-99 pounds		X		
Over 100 pounds		X		
Push / Pull			X	Tasks involve pushing/pulling objects away from or towards the body
Reaching			X	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended
Sitting			X	Tasks involve remaining in a seated position during the task performance
Standing			X	Tasks involve standing in an upright position without movement
Walking			X	Walking considerable distances in the facility on multiple surfaces
Running			X	Running considerable distances in the facility on multiple surfaces

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**GENERAL REQUIREMENTS AND DISCLAIMERS**

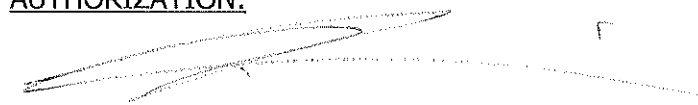
Complies with P.A. 390, as amended, known as the State's Emergency Management Act and the County's Emergency Management resolution as well as all related plans, policies and procedures covered by those statutes.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment amongst other possible accommodations.

The Fraternal Order of Police Labor Council (FOPLC) bargaining unit represents this position. Therefore, there may be contract language which could require consideration in the selection process.

AUTHORIZATION:



Human Resources and Labor Relations Approval

12-17-21

Date

Date created:	6/9/2017
Dates revised:	12/28/2018, 12/16/2021