

## **BANDERA COUNTY**

### Job Description

JOB TITLE: Patrol Deputy – Sheriff’s Office

PAY GRADE: 20 FLSA: Non-exempt

EMPLOYEE NO.:

OBJECTIVE: To provide law enforcement for the county.

#### ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Sheriff, through the chain of command.
2. Directs: None

#### GENERAL STATEMENT OF DUTIES:

Patrol and provide law enforcement, detection and crime prevention under the law of the county, state and the federal government. Carry out special assignments in the field of law enforcement; provide reports of assignments and/or related work as required.

#### ESSENTIAL FUNCTIONS/DUTIES (to include but not limited to):

- \* Investigates crimes against persons and property;
- \* Provide law enforcement service and assistance for county;
- \* Gather and preserve evidence, dust for latent prints and take photographs at crime scene;
- \* Prepares reports and maintains records;
- \* Testifies in court when required;
- \* Enforces county, state, federal law and all written regulations;
- \* Respond to calls for assistance, work on assigned shifts or specialized law enforcement functions;
- \* Make ethical decisions that conform to applicable laws, office policy, regulations, etc.
- \* Conduct accurate, thorough and complete investigations;
- \* Review cases and reports of deputies;
- \* Regular attendance is required;
- \* Lift 10-20lbs frequently and 20-50lbs occasionally;
- \* Perform other duties as may be assigned by supervisor.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

SO-PAT DEP

Created 11/29/11, Revised 6/13/13, Revised 6/26/14, Revised Grade 10/01/2014, Revised Grade 10/01/2017

- \* Basic computer skills/knowledge;
- \* Communication skills, both verbal and written with proper use of English grammar;
- \* Knowledge of Penal Code and Code of Criminal Procedures;
- \* Weapons proficiency.

PHYSICAL REQUIREMENTS:

- \* Fitness level to perform job functions;
- \* Visual acuity correctable to 20/20 and normal hearing ranges;
- \* Ability to lift 10-20lbs frequently and 20-50lbs occasionally;
- \* Ability to work shift hours, weekends, holidays and be on call;
- \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

CERTIFICATES AND LICENSES REQUIRED:

- \* High school diploma or GED equivalent;
- \* Valid Texas Driver's license with an insurable driving record;
- \* Must possess Peace Officer License for the State of Texas;

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Acknowledgement of Employee: \_\_\_\_\_  
 (Printed Last, First Name, MI)

Signature of Employee: \_\_\_\_\_

Approval: \_\_\_\_\_      \_\_\_\_\_  
 (Elected/Appointed Official, Dept. Head/Supervisor)      Date

Approved by Commissioner's Court: \_\_\_\_\_ 06-26-2014 \_\_\_\_\_  
 (Date)