

REQUEST TO FILL VACANCY

Position Vacancy Full-time Deputy Sheriff \_\_\_\_\_  
Department Sheriff 211 \_\_\_\_\_  
Vacancy Result of: Resignation \_\_\_\_\_

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

- 1. Job Description *Attached*
- 2. Departmental Organizational Chart
- 3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	\$	<u>2,030.49</u>
Sick Leave	\$	<u>318.95</u>
Employee Retirement Recognition	\$	_____
Other	\$	<u>939.29</u>
Total	\$	<u>3,288.73</u>

*est.*

- 4. Explain the effects of leaving the vacancy until severance is accumulated.  
Difficulty covering shifts.
- 5. Explain the effects of not filling the position or discussion of alternatives.  
Difficulty covering shifts and with increase over-time.
- 6. Provide description of departmental discussions about the vacancy.
- 7. Estimated length of time to fill the position after approval.  
30 to 45 days
- 8. Any additional comments?

Sheriff's Office calls for service continues to increase.

*Matthew Starned*  
Department Manager

1-6-22  
Date

Request for filling of vacancy: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_  
Chairman, Brookings County Commission

\_\_\_\_\_  
Date

**POSITION TITLE:** Deputy Sheriff  
**DEPARTMENT:** Sheriff Department  
**REPORTS TO:** Sheriff  
**FLSA STATUS:** Non-Exempt  
**WAGE GRADE:** 9

## **DESCRIPTION OF WORK**

### **General Statement of Duties**

The fundamental reason this position exists is to provide general legal guidance to the Sheriff, protecting the law-abiding citizen and enforcing the law through ongoing work in the County. Incumbent is responsible for serving the legal process of the courts.

**\*Note--**Often working alone, the Deputy must exercise independent judgment and discretion and must act decisively during crises and emergencies. Deputy positions may be assigned to specific or special projects and job assignments related to law enforcement operations.

**Examples of Duties:** (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Patrol designated area in patrol car to control traffic, prevent crime or disturbance of peace, and arrest violations.
- Investigate illegal and/or suspicious activities and persons. Arrest violators, sign complaints, prevent disturbances.
- Direct and reroute traffic around fire, accidents, or any other disruption of normal activity.
- Issue tickets to traffic violators. Report any hazards and render first aid at accidents, and investigate causes and results of accidents.
- Warn and arrest persons violating animal ordinances.
- Respond to and investigate domestic calls and other disturbances.
- Obtain legal documents to serve criminal process-such as a warrant, subpoenas, extradition papers- for proper search and seizure, return of fugitives, etc.
- Transport prisoners to courtrooms, prison, medical facility and other locations as needed. Testify in court. Maintain courtroom security as deemed necessary.
- Carry out orders and enforce directions from State and Federal Court System.
- Review files and records to develop possible leads, such as previous addresses and/or aliases.
- Comply with all orders, policies and regulations governing the activities of the Sheriff's Department.
- Compile information and prepare accurate reports involving any and all types of Operations.
- Maintain and promote positive public relations. Deal promptly and courteously with the public when responding to a call for service.
- Assist with any calls assigned by dispatch.
- Maintain confidentiality.
- Attend various workshops, seminars, and training as deemed necessary.
- Perform duties in a manner consistent with safe practices and policies established by the County.
- Perform such other duties as deemed necessary.

### **Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Experience and Education**

- High School Diploma or G.E.D. Certification.
- Experience in law enforcement preferred or an equivalent combination of experience and education may be acceptable to the hiring authority.
- South Dakota Law Enforcement Officers Training Academy Certification preferred.
- Ability to obtain South Dakota Law Enforcement Officers Training Academy Certification within 12 months upon hire if currently do not possess the certification.
- Extensive knowledge of the principles, policies, codes, laws, and statutes relating to law enforcement operations.
- Ability to maintain a professional relationship with the general public and other employees.

## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to communicate.
- The employee frequently is required to sit and use hands to finger, handle, or feel.
- The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to employees own body weight.
- Ability to handle stressful situations.
- Ability to work odd shifts, holidays and during emergencies.

## **Work Environment**

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

- While performing the duties of this job, the employee is regularly exposed to outside weather conditions.
- The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives; risk of radiation; and vibration.
- The noise level in the work environment is usually moderate but may be occasionally loud.

## **Examination, Testing, and Certification**

The Examination, Testing and Certification 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.

- Valid South Dakota Drivers License.
- Valid South Dakota Law Enforcement Certification or ability to possess.
- Successful competition in written and/or oral interviews.
- Other such examination as deemed appropriate and necessary by the Sheriff and/or County.

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*Commission Chairperson*

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*Date*