

**POSITION DESCRIPTION**

**OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES PERSONNEL DIVISION**

**AGENCY**

**Ottawa County**

**DIVISION**

**Sheriff's Office**

State Agency  County Agency  New Position  Change

**COUNTY OF EMPLOYMENT** Ottawa

**USUAL WORKING TITLE OF POSITION**  
**DEPUTY-ROAD PATROL**

**POSITION NUMBER AND TITLE OF IMMEDIATE SUPERVISOR**  
**PATROL SERGEANT**

**NORMAL WORKING HOURS (EXPLAIN):** According to union contract if applicable

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

**FUNCTION:**

Under close and periodic supervision, is responsible for patrolling an assigned area of the county for observation and maintenance of the safety and security of persons and property, investigates complaints, crimes and accidents and performs other related duties as required.

**JOB DUTIES:** The duties listed below are intended to illustrate work functions performed by this classification.

- Operates a sheriff's cruiser to patrol an assigned area of the county on an assigned shift for the observation and maintenance of safety and security of persons and property following established policies and procedures and according to law.
- Responds to and deals with all emergency calls and complaints from citizens.
- Investigates complaints, crimes and accidents within assigned jurisdiction.
- Maintains and cares for cruiser when it is in own possession, reports malfunctions to the proper supervisor, refuels cruiser.
- Administers sobriety tests to persons suspected of being under the influence of alcohol or drugs.
- Writes traffic tickets and serves them to violators of the law.
- Provides aid to stranded motorists, directs traffic as needed, may transport prisoners, applies first aid as needed.
- Arrests persons on the basis of warrant or as the circumstance may justify
- Completes necessary forms and reports
- Transports prisoners to and from various courts and institutions.
- Serves warrants and civil papers
- Provides the public with information regarding their rights under certain conditions, provisions of the law and other relevant information.
- Communicates with other staff and responds to calls through the operation of the department two-way communication equipment, instructs the placing of calls for other types of assistance.
- Cooperates with other patrol officers, law enforcement agencies, medical and legal personnel, and other involved parties.
- Takes photographs and fingerprints at crime scenes and may assist with correctional intake duties as required.
- Completes complaint forms, completes necessary records of investigations which have been conducted, completes and maintains reports as required.
- Operates related equipment such as firearms, flares, handcuffs, etc, as instructed and according to established policies and procedures.
- Operates clerical equipment as required.
- Keeps current with laws, regulations, policies, and procedures.
- Attends seminars and training sessions as required.
- Performs other related duties as required or instructed.

**MAJOR WORK CHARACTERISTICS:**

Knowledge of applicable criminal and traffic laws, county geography, public relations, interviewing and counseling techniques, relative court procedures, reporting techniques. Ability to deal effectively with stressful situations, ability to follow oral and written instructions, collect data, establish fact and draw valid conclusions and take appropriate action, communicate clearly in both oral and written form, deal with problems involving several variables in familiar context, read, write and interpret and apply policy and procedures, ability to deal with a variety of persons from different socioeconomic backgrounds, ability to complete reports in a timely manner as required. Ability to administer first aid, recognize abnormal behavior and formulate corrective action, respond effectively to crisis situations, ability to maintain effective working relationships with administration, superiors, associates, outside agencies and the general public. Skill in the operation of a motor vehicle, handling of firearms and the possession of physical fitness.

**TRAINING AND DEVELOPMENT:**

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities previously listed.

List position numbers and class titles of position supervised.

SIGNATURE OF AGENCY REPRESENTATIVE

DATE