

# WINONA COUNTY

## CLASSIFICATION DESCRIPTION

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**Classification: Deputy Sheriff**

**Characteristics of Class:**

Under general supervision, an employee in this class is responsible for the protection of life and property, prevention of crime, apprehension of criminals, and the general enforcement of laws and ordinances in the County on an assigned shift or on special assignments. The work normally consists of routine patrol, preliminary investigation, and traffic regulation which may be performed in cruiser cars or on foot. Performs related work as required. The work involves an element of personal danger, and the employee must be able to act without direct supervision and to exercise independent judgment in meeting emergencies.

**Supervisory Controls:**

Work assignments are general and special instructions are received from a superior officer who reviews work methods and results through reports, personal inspection, and discussions.

**Examples of Duties:**

Any one position may not include all the duties listed, nor do the examples listed in their relative order of importance include all the duties which may be found in positions of this class.

- Patrols streets, roads, and highways to observe suspicious cars, persons, or actions. Enforces County ordinances, State, and Federal laws, and motor vehicle regulations. Issues citations, makes arrests, and takes prisoners to jail.
- Answers calls and complaints involving fire, robberies, and other misdemeanors and felonies. Watches for and makes investigations of wanted or missing persons and property.
- K-9 handler duties.
- Ascertains all facts available at the scene of a crime or accident, getting statements of witnesses, gathering and processing evidence, and preparing reports to be used in follow-up investigations.
- Assists attorney in prosecuting felony and misdemeanor cases and testifies in court. Serves civil and criminal documents as requested by the court or by attorneys.
- Interviews persons with complaints and inquiries and attempts to make proper disposition or directs them to appropriate authorities.
- Counsels in domestic or other disputes.

**Examples of Duties: (cont'd)**

- Assists Investigative Officers and other law enforcement personnel in the performance of their duties as required.
- Attends training classes in law enforcement methods, first aid, target practice, and related subjects.
- Maintains related records and prepares reports.
- May administer community policing duties, like McGruff House, Neighborhood Watch, Safe and Sober Program, etc.
- Handles hazardous materials as needed.
- Performs Courthouse security as needed.
- Scheduling part-time staff.
- Any other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

Any combination of training and experience providing the following knowledge, skills, and abilities.

**For Full Performance:**

- Knowledge of current law enforcement principles, procedures, techniques, and equipment.
- Knowledge of the Department's organization, policies and procedures.
- Knowledge of street, road, and highway layout, and population pattern of the County.
- Knowledge of local, State, and Federal laws, and motor vehicle regulations.
- Skill in the use of firearms, operation of patrol vehicles, and law enforcement equipment.
- Ability to gather and analyze facts.

**For Pre-Employment:**

- Ability to exhibit mature judgment, imagination, initiative, and problem-solving capability in dealing with a variety of law enforcement situations.
- Ability to act with tact and impartiality.
- Ability to react quickly and calmly to emergency situations.
- Ability to follow written and verbal instructions.
- Ability to communicate effectively verbally and to write factual reports.
- Ability to perform work requiring good physical condition.
- Ability to drive an automobile safely and efficiently.
- Ability to establish and maintain effective working relationships with employees, law enforcement, other agencies, and the public.
- Ability to meet necessary special requirements.
- Ability to provide effective and truthful testimony in court.

**Necessary Special Requirements:**

- Must be 21 years of age at the time of appointment.
- Must be a licensed or licensable peace officer as required by the Peace Officers Standards and Training Board of the State of Minnesota.
- Possess a valid Class D motor vehicle license issued by the State of Minnesota.
- Must pass a personal background investigation.

**Safety and Training Requirements**

The County expects each individual employee to cooperate in every respect with the Safety Program so that the operations may be carried on in such a manner as to ensure the safety of all employees. The employee's responsibility is to be consistent with OSHA regulations, the Winona County Personnel Policies and Procedures Manual, the countywide safety rules, department safety rules, and specific job training.

**Behavior Standard**

Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.

5-9-19

Date Approved

Ken Fite  
County Administrator  
by [signature]

## Physical, Mental and Environmental Requirements

### Part I: Physical Requirements

#### Section A

The physical mobility requirements of this job are to spend:

6	hours a day sitting
2	hours a day standing
2	hours a day walking
	hours a day kneeling
	hours a day stooping
3	miles a day walked
	feet climbed using a ladder
	feet climbed on an incline
240	feet climbed using stairs

#### Section B

The physical effort requirements of this job are

# of pounds lifted

150	pounds lifted waist high
75	pounds lifted shoulder high
50	pounds lifted above the head

pounds are...

X	pounds are carried alone
X	pounds are carried with someone else
50	distance weight must be carried (feet)
X	pounds are pushed
X	pounds are pulled
X	pounds are held

#### Section C

The physical dexterity requirements of this job are to operate:

X	a telephone
X	computer/electronic equipment
X	hand tools
X	electric tools
X	manipulate small objects

### Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

critical	useful	
X		See
X		distinguish colors
X		hear or listen
	X	Taste
X		Smell
X		Touch
X		Speak

### Part III: Mental Effort

The mental efforts required on a daily basis are:

X	Reading	X	analyzing data
X	writing	X	searching for solutions
X	basic arithmetic	X	creating methodologies
X	mathematics	X	conducting research
X	weighing and/or measuring	X	managing resources
X	visualizing conclusions		evaluating performance of others

### Part IV: Work Environment

The elements of this job's work environment are:

3	hours a day spent working <b>under time pressure</b>
6	hours a day spent working <b>rapidly</b>
10	% of time spent <b>indoors</b>
10	% of time spent <b>outdoors</b>
60	% of time spent in an <b>automotive vehicle</b>
10	% of time spent at a <b>desk, bench or window</b>
10	% of time spent in an <b>office or control room</b>

X	The condition of the air is <b>clean (controlled)</b>
X	The condition of the air is <b>normal/average</b>
X	The condition of the air is <b>dusty/dirty</b>
X	The condition of the air is <b>wet/humid</b>
X	The condition of the air is <b>affected by fumes, smoke etc.</b>

X	The noise level is <b>normal</b>
X	The noise level is <b>loud, requiring ear protection</b>
X	The surface of the working environment is <b>level</b>
X	The surface of the working environment is <b>sloping</b>
X	The surface of the working environment is <b>uneven</b>
X	The surface of the working environment is <b>slippery</b>

### Part V: Additional Comments: