

# Reserve Deputy

## Position Description



### Status

Irregular Part-Time

### Compensation

A11

### Bargaining Unit

Non-bargaining

### Reports to

Patrol Sergeant

### Supervises

None

### Position Category

Generalist

### Summary

Under the direction of the County Sheriff or his/her designee; performs limited Sheriff's patrol, traffic control, and related law enforcement duties.

### Essential Functions

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

1. Works on various shifts performing security patrols, traffic control and assisting deputy sheriffs and the public on various matters, such as: Safety awareness, community and school sporting events, fairs, drag ways, dances, and parades using vehicles, mounted on horseback, ORV, bike, and foot patrols.
2. Carries out duties in conformance with Federal, State, County, and City laws and ordinances.
3. Rides along with deputy sheriff's to patrol County and City streets, parks commercial and residential areas to assist in preserving the peace, enforcing the law, protecting the public and controlling vehicular traffic.
4. Prepares a variety of reports and records including daily log, tow sheets, theft reports, vehicle impoundment forms, and traffic hazard reports.
5. Maintains contact with supervisory personnel to coordinate activities, and provides general information about department activities.
6. Assists with adult, juvenile, and animal transports.
7. Assists with crime scene security; fire/accident scene perimeter controls, crowd control, natural disaster/emergency response, court security functions, and marine patrol.
8. County Park ordinance enforcement and Parks Patrol.
9. Assisting in searches for lost children and missing persons.

## **Competencies**

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

## **Work Environment**

This job operates in various indoor and outdoor settings where the employee may need to deal with individuals in various states of intoxication, emotional, and mental conditions; will be required to work outside in all types of weather; exposure to a variety of foul odors; exposure to contact with the bodily fluid of others.

## **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.

While performing the duties of this job, the employee must have the ability to physically restrain assaultive persons; lift, carry, and otherwise assist injured persons; climb stairs, ladders, fences, and other obstacles; walk and run overall types of terrain; stoop, kneel, or crawl; ability to withstand periods of prolonged standing.

## **Travel**

Travel is required throughout the County.

## **Required Education and Experience**

1. High School Diploma or equivalent (GED).
2. Must be at least 21 years of age.
3. Possess a valid Michigan Driver's License and have a good driving record.
4. No felony criminal convictions and ability to pass a department criminal background investigation.
5. Graduation from Allegan County Reserve Academy.
6. Maintain certifications including CPR, blood-borne pathogens, and defensive tactics.

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_