

POLICY AND PROCEDURES

AGENCY:
OSCEOLA COUNTY SHERIFF'S OFFICE

DISTRIBUTION:
ROAD PATROL

TITLE: JOB DESCRIPTIONS FOR
MCOLES CERTIFIED DEPUTIES

REVISED: 02-01-07

AUTHORIZED
SIGNATURE:

EFFECTIVE
DATE: 02-01-07

JOB DESCRIPTIONS

GENERAL PURPOSE:

To establish job descriptions, responsibilities, and shift duties for the MCOLES Certified Deputies (full and part time), including School Liaison Officers, Court Officers, SRP Deputy and Marine/Snowmobile Officer.

LUNCH/BREAKS

One half (1/2) hour is allowed for this break, and the deputy will be available in case of an emergency. No more than two (2) uniformed officers are allowed take a meal breaks together, unless authorized by the Sheriff. Fifteen (15) minute breaks are allowed twice during a shift.

ROAD PATROL DEPUTY

The Patrol Division of the Osceola County Sheriff's Office will provide the citizens of Osceola County with response capabilities and preventative patrols 24 hours a day, seven days a week, for the purpose of creating a maintaining a safe and secure environment for all people within the community.

1. Respond to and render assistance to individuals who are in physical danger.
2. Respond to and/or locate and identify criminal offenses and, where appropriate, apprehend offenders.
3. Answer requests for service as quickly as possible, utilizing available personnel in the most efficient manner according to Policy and Procedure.
4. Preserve and promote civil order within the community.
5. By means of preventative patrol, attempt to reduce the opportunity for offenders to commit crimes.
6. Through traffic enforcement and traffic control activities, facilitate the safe movement of vehicles and people within Osceola County.
7. Investigate criminal complaints that occurred within Osceola County
8. Transportation of inmates to and from the Osceola County Jail.
9. Service of civil papers i.e. subpoenas, PPO's, etc.
10. Compete incident reports on all complaints handled.
11. Responsibility to make sure their assigned patrol unit is properly equipped and ready for service. If it is not he/she needs to contact a supervisor.
12. Work within the courts as bailiff when needed.

JOB DESCRIPTIONS AND DUTIES

Revised 09-21-06

13. With or without accommodations, a Deputy Sheriff must be able to:
 - a. Get along well with others
 - b. Have regular and predictable attendance.
 - c. Ensure the general safety of the public.
 - d. Use physical force if needed to maintain control.
 - e. Exercise rational judgment.
 - f. Maintain the confidence and trust of peers, supervisors, and general citizenry

SECONDARY ROAD PATROL (SRP) DEPUTY

A Certified Deputy who is assigned to work SRP has the above responsibilities but their primarily responsible for patrolling and enforcing traffic related laws on the secondary roads within Osceola County. This includes accidents that my occur on those roadways. An SRP Deputy is responsible for keeping stats on their activities.

SCHOOL LIAISON OFFICERS

School Liaison Officers (SLO) are Certified Deputies that are assigned with the responsibility of working within a specified school district in Osceola County. SLO's have all the above stated responsibilities in addition to the responsibilities given by their assigned school.

COURT OFFICERS

Court Officers are Certified Deputies that have the responsibility of a road deputy in addition to working within the courts of Osceola County. Responsibilities within the court include bailiff, court security, paper service, land liaison between courts and Sheriff's Office.

MARINE/SNOWMOBILE/ORV OFFICERS

Deputies assigned to work as a Marine Patrol Officer have the responsibility to patrol and enforce laws on the waterways within Osceola County. All of the functions of a Certified Deputy are carried over to this assignment. Marine Officers are responsible for the marine equipment such as boats, trailers, and assorted equipment. He/she is also responsible for keeping stats on their activities.

Deputies assigned to work as a Snowmobile Officer have the responsibility to patrol and enforce laws on trails, roadways, lakes, and other areas that involve snowmobile traffic. Snowmobile Officers are responsible for the snowmobile and other equipment used in patrol. He/she is also responsible for keeping stats on their activities.

Deputies assigned to work as an ORV Deputy have the responsibility to patrol and enforce laws on trails, roadways, and other areas that involve ORV traffic. ORV Officers are responsible for the vehicle that is assigned as an ORV Patrol Unit. He/she is also responsible for keeping stats on their activities.

JOB DESCRIPTIONS AND DUTIES

Revised 09-21-06

Employment Qualifications

Education: High school graduation or equivalent. Prefer an Associate's Degree in Criminal Justice (Law Enforcement) MCOLES Certification required

Experience: Experience as a Police Officer is preferred but not necessary.

PHYSICAL REQUIREMENT.

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirement.

Ability to subdue subjects.

Ability to lift at least fifty (50) pounds or assisting another officer lift a person to a stretcher.

Ability to drive a vehicle.

Ability to withstand long periods of standing, walking, and sitting.

Ability to bend, stoop, and kneel in order for contraband searching & identifying and perform other functions.

Ability to read, write, and use a computer.

WORKING CONDITIONS

Exposure to individuals in various states of hygiene and emotional conditions

Exposure to verbal and physical assaults by individuals.

Exposure to various weather and driving conditions.

Exposure to various diseases that may be carried by individuals.

Exposure to potential hostage situations.

BRIEFING AND SUPERVISION

Chain of command for road patrol shall be Part-time, Full-time Deputies, Sergeants, Jail Lieutenant, Undersheriff, and then Sheriff.

The Road Patrol Deputies and Staff may be removed with or without fault. Economic conditions that cause reductions in work force, the member's inability to attend regularly to work, and a failure to perform competently on any of the essential functions of the positions or consistently failing to perform competently on regular tasks are among the major reasons for job removal without fault. Failure to support and uphold the mission or the office, continually fail to comply with preconditions for original employment, or display due regard for the civil liberties of any persons: accruing atypical amounts of dysfunctional work time, or requiring atypical amounts of supervisory counseling or remedial training will lead to removal with or without fault.

All aspect of each job cannot be listed. This policy will be reviewed annually