

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Deputy Sheriff Trainee/Deputy Sheriff  
**ALLOCATION:** Sheriff  
**FLSA STATUS:** Non-exempt  
**UNION AFFILIATION:** DSA

**ESTABLISHED:** Prior to 1985  
**REVISED:** November 2014

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### **JOB SUMMARY:**

#### **Deputy Sheriff Trainee**

The Deputy Sheriff Trainee is a recruiting and training level classification established to qualify candidates for duties as a Deputy Sheriff in the Yuba County Sheriff's Department. Incumbents must undergo a formal and comprehensive training program in a California P.O.S.T. certified academy. Upon satisfactory completion of the training and graduation from the academy, the trainee will be promoted to the level of Deputy Sheriff. Failure to successfully complete training as prescribed and therein graduation from the academy will result in termination.

#### **Deputy Sheriff**

Perform a wide variety of patrol officer and related duties required to effectively respond to and resolve the normal scope of peace situations, including the protection of life and property, enforcement of laws and ordinances, criminal investigation, crime prevention and suppression, case preparation and testimony, and providing information and assistance to the public and perform related duties as assigned. Incumbents may be assigned to a specific geographic area for patrol, investigations, crime prevention or other peace officer-related functions.

This is the journey level in the law enforcement patrol officer series.

### **CLASS CHARACTERISTICS:**

#### **Deputy Sheriff Trainee**

This position reports directly to the designated California P.O.S.T. certified academy with supervision provided by a Sheriff's Sergeant (Operations). Positions in this class are distinguished from Deputy Sheriff in that the former class is a non-sworn classification which has no peace officer powers.

#### **Deputy Sheriff**

This position reports directly to Sheriff's Sergeant (Operations). This class is distinguished from Sheriff's Sergeant (Operations) in that the latter both supervises and participates in law enforcement activities.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

#### **Deputy Sheriff Trainee**

- Attend all assigned academy classes.
- Perform related academy based field exercises.
- Successfully pass academy exams and write crime reports as directed.
- May be required to attend classes at night as directed.
- May be required to perform other non-sworn peace officer duties as directed.

#### **Deputy Sheriff**

- Patrol assigned area to ensure the security of life and property, observe situations, and deter crime by providing high visibility; provide information to the public concerning methods for improved security.
- Respond to suspicious activities and answer emergency calls for service.
- Enforce local, state and federal laws and ordinances; issue verbal warnings and citations; pursue and apprehend suspects and request assistance as required; book and transport prisoners.
- Investigate juvenile and adult criminal activity and incidents as the assigned detective' interview victims, complainants, witnesses and suspects.
- Coordinate crime scene control and perform investigation, including interviews, interrogations and identification of witnesses.
- Collect and process crime scene evidence; store and maintain evidence and property, including narcotics.
- Restore order, protect life and property, and maintain the peace at the public gatherings and in conflict situations.

- Prepare and document cases, complete reports and records, and prepare and maintain other logs and records; provide evidence and testimony in court.
- Investigate traffic accidents and provide traffic and crowd control as necessary; participate in special details and assignments.
- Provide emergency aid and assistance to incapacitated persons and request additional response.
- Provide information, directions and other services and assistance to the public.
- Direct the activities of police support personnel in field situations.
- Serve felony and misdemeanor warrants and make arrests.
- Prepare accurate reports and maintain accurate records and files.

**Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May serve a variety of civil papers.
- Use standard office equipment, including a computer, in the course of the work; drive a motor vehicle to perform patrol operations.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Principles, practices, techniques and equipment used in law enforcement, patrol, crime scene and follow-up investigation, pursuit and apprehension of suspects, and arrest and custody of prisoners.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Applicable laws, codes, regulations and court decisions.
- Safety practices and precautions pertaining to the work, including the safe use and proper care of firearms.
- First aid methods and procedures.
- Computer applications related to the work.
- Techniques for dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

**Skill in:**

- Interpreting and applying complex laws, ordinances, procedures and policies.
- Maintaining accurate files and preparing clear and concise records, reports, correspondence and other written materials.
- Observing and accurately recalling places, names, descriptive characteristics and facts of incidents.
- Entering information into a computer with sufficient speed and accuracy to perform the work.
- Writing clear, accurate and comprehensive reports.
- Exercise sound independent judgment within procedural guidelines.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Obtaining necessary information from individuals in stressful or emergency situations.
- Being aware of others' reactions and understanding why they react as they do.

**Ability to:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Apply Federal, State and department rules, policies and regulations to maintain safety.
- Recognize when something is wrong or is likely to go wrong
- Accept criticism and perform calmly, purposefully and appropriately in emergency and stressful situations.
- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Deal effectively with manipulative, hostile or antisocial behavior.

- Process a high volume of work amid interruptions.
- Comply with County, department, and division policies, procedures and regulations.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone.
- Independent body mobility sufficient to stand, sit, walk, stoop and bend to access a typical patrol environment and a standard office environment
- Manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Strength, stamina and other physical and psychological characteristics to meet P.O.S.T. standards.
- Ability to drive a motor vehicle in order to patrol County settings.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

**Deputy Sheriff Trainee**

- Primarily a classroom environment.
- Physical training including arrest techniques indoors and outdoors.
- Emergency vehicle operation.
- Firearms training at a firing range.

**Deputy Sheriff**

- Work with potential exposure to life threatening circumstances.
- Work with exposure to potentially difficult or dangerous individuals.
- Work in a typical patrol environment and office setting.
- Work with exposure to individuals who may be hostile or place the incumbent in a potentially harmful situation.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

**All Levels**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

**Deputy Sheriff**

- Possess a P.O.S.T. Basic Certificate or a P.O.S.T. Basic Academy Certificate or be currently enrolled in a California P.O.S.T. Basic Academy (letter from academy stating anticipated graduation date. Applicants cannot be appointed to a position until they possess a P.O.S.T. Basic Academy Certificate).
- Possess and maintain firearms qualification.

**Special Requirements:**

- Must meet the State of California requirements for peace officer status (830.1 CA Penal Code), include: passing a detailed background investigation with a fingerprint check, having no felony convictions, passing a medical and psychological exam, and being at least 18 years of age. Must be a U.S. Citizen at time of appointment (Pursuant to Government Code Section 1031 & Vehicle Section 2267).

- Work off-hours, night, weekend and/or holiday shifts.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**Deputy Sheriff Trainee**

**MINIMUM:** Graduation from high school and currently enrolled in a California P.O.S.T. Basic Academy.

**Deputy Sheriff**

**MINIMUM:** Graduation from high school and possess a California P.O.S.T. Basic Certification.

**PREFERRED:** In addition to the minimum, paid or volunteer law enforcement experience and/or experience as a patrol officer.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Sheriff Department Approval:  
Undersheriff Jerry Read  
Date:

EEOC: D  
WC: 7720

Human Resources Approval: Cindy Clark  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_