

# King and Queen County Sheriff's Office

## Full-time/Part-time Deputy Sheriff Job Description

Under general supervision, exercises responsibilities for the enforcement of state and local laws relating to public safety and welfare. Exercises independent judgement in dealing with dangerous or unusual situations, exercising safety practices and procedures. Works under stressful, high-risk conditions. Reports to assigned Sergeant or Captain.

### Profile:

The Deputy Sheriff is a LE position that is a sworn uniformed deputy. The King and Queen County Sheriff's Office will provide the Deputy Sheriff with a take home vehicle and you must follow the vehicle take home policy.

### Requirements:

- 21 years of age
- Valid Driver's License
- High School Diploma or equivalent
- LE certified within 1 year
- CS/CP certified within 1 year

### Specific Duties and Responsibilities:

- Patrols an assigned area in a patrol car on assignment for the purpose of observing the area for possible criminal activity or other conditions that could endanger public safety, investigating complaints and enforcing laws; maintains high visibility.
- Investigates crimes, interviews witnesses, complainants and victims; and gathers physical evidence and preserves for court; conducts follow-up investigations as needed.
- Enforces all felony and misdemeanor laws of the Commonwealth of Virginia and the county of King and Queen.
- Apprehends, arrests and detains criminal suspects and law violators when necessary; follows proper procedures when making arrests.
- Serves warrants, summonses, subpoenas, civil and other official papers.
- Serves as a witness in court and provides evidence in court as required.
- Responds to emergency calls such as; DV, suicides, robberies, burglaries, kidnappings, assaults and murders; and practices safety procedures in answering and responding to calls.
- Checks residential and commercial property for security as requested; checks on Senior Citizens as requested.
- Assists motorists in various situations as needed.
- Contacts complainants and/or victims of crimes within a reasonable length of time; keeps complainants or victims informed of progress of investigations.

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- Investigates and reports fires or other related events; keeps bystanders out of danger; safeguard property and renders first aid in emergency situations.
- Prepares, processes and/or transmits various reports as required.
- Records information concerning event that took place during tour of duty and records such activity in the manner as prescribed by the department.
- Maintains weapons and equipment in functional and presentable condition.
- Transports mental patients and prisoners to prescribed locations as necessary.
- Accounts for and transports evidence coming into custody.
- Answers questions asked by the general public, works with juveniles and adults in related matters; refers public to person or agencies which can provide further assistance as required.
- Works under stressful, high- risk conditions.
- Makes decisions at the crime scenes which many be centered around life-or-death situations; decisions are based on the safest procedures to be followed to ensure safety to individuals involved and fellow officers/members of EMS.
- Performs special projects as directed by the Sheriff.
- Watches for wanted or missing person and lost children; administers first aid to the injured in emergency cases; and reports stray animals as necessary.
- Attends shift meetings, seminars, and training sessions as required to remain certified and knowledgeable for operations and promote job performance.
- Attends required periodic training sessions and seminars; participates in required physical fitness activities.
- Maintains required level of proficiency in the use of firearms and evasive action/driving skills.
- Takes active charge in serious or unusual situations.
- Will work set 12 hour shifts to include nights, weekends, and holidays.

The position of Deputy Sheriff is inherently a high stress and physically demanding position. All sworn staff must complete a basic course and maintain skills and physical fitness. The King & Queen County Sheriff's Office requires the law fit course to be completed prior to hiring. The following activities are expected of all sworn Deputy Sheriffs:

- Sit or stand for long periods of time for 4-8 hours.
- High level of stress for 8-12 hours' daily.
- Bend, reach, climb, and run is often a function completed daily.
- Lift 0-25 pounds regularly.  
25-30 pounds often.  
50+ pounds occasionally.
- Data entry and clerical work for 4-8 hours.
- Effect arrests and the inherent danger that may occur is a daily risk.

## **King and Queen County Sheriff's Office**

Full-time benefits: Take home vehicle program, uniform, equipment, and training, medical and dental insurance.

Salary: Full-time: \$45,500 to \$60,000, depending on experience.

Part-time \$15.00 to \$21.00 an hour, depending on experience.