County of Door
Non-Sworn Reserve Deputy

Status: Non-Represented
Department: Sheriff's Department
EEO: 09 Casual

Pay Grade: As set by County Resolution 2007-75
Revision Date: 12/08/2010

General Summary

This position is responsible for replacing full time deputies at events that do not require a certified officer. The Non Sworn Reserve is a private citizen that is not a sworn law enforcement officer and has no arrest authority. They provide support to the department; assists citizens; provide security at public functions, and performs various duties as directed by the Sheriff.

Duties and Responsibilities

Essential Job Functions

1. Provide security at public functions.
2. Traffic direction at major events.
3. Ensures the safety and security of prisoners.
4. Transport prisoners between facilities.
5. Assist full time deputies where directed by the Sheriff.
6. Provide Emergency First Aid in the field.
7. Attends required training sessions, including but not limited to: defense arrest tactics, CPR Instruction.
8. Carries out duties where as directed by the Sheriff.

Reporting Relationships

Under the general direction of the Sheriff and/or his/her designee.

REQUIREMENTS

Training and Experience

1. High school diploma or GED
2. 18 years of age or older
3. Must be able to type a minimum of 30 words per minute determined by a standard keyboarding test.

Knowledge, Skills, and Abilities Required

1. Must be able to pass a physical exam and psychological evaluation.
2. Ability to operate a standard police radio.
3. Knowledge of laws, regulations, ordinances and departmental policies and procedures which impact duties in jail or patrol.
4. Knowledge of personal self-defense.
5. Ability to read, comprehend, and communicate, both verbally and in writing.
6. Ability to establish and maintain effective working relations with other employees, County officials and officers, and the general public.
7. Ability to react quickly, both mentally and physically, use tack and discretion to optimize safety and control to any situation.
8. Ability to and skill to use and operate a variety of police and jail equipment.
9. Ability to prepare accurate reports.

Physical & Working Conditions

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work conditions vary. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses or suspects' testimonies, etc.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed State of Emergency, consistent with Sec 166.03 (4) (a) - (d) Wis. Stats. and County Emergency Management Plans and Programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

Terry Uzel		12-13-10
Name	Department Head	Date
Kelly Hundell		12/10/2010
Name	Human Resources Director	Date