

# Wells County, North Dakota

Wells County Courthouse  
***Office of Sheriff***  
700 Railway ST N #306  
Fessenden, ND 58438  
(701) 547-3211

## Job Description

<b>Job Title: Deputy Sheriff</b>	<b>Job Status: Full-Time</b>
<b>Department: Sheriff's Department</b>	<b>FLSA: Status: Exempt</b>
<b>Reports To: Sheriff</b>	<b>Effective Date: October 2019</b>

### ❖ Nature of Work:

Under supervision of the Sheriff and/or Chief Deputy Sheriff, is responsible for general police work; prevention and detection of crime; the protection of life and property; and routine tasks in accordance with rules and regulations.

### ❖ Essential Functions of Work:

- Reviews all policies and procedures, and will follow all policies and procedures, as listed in the Wells County Sheriff's Office policies and Procedures Manual and as updated.
- Follows the Chain of Command.
- Performs all duties in a professional manner, and understands that any actions, whether on duty or off duty, reflect upon the Wells County Sheriff's Office.
- Maintains the confidentiality of the Wells County Sheriff's Office, and will specifically follow the social media policy, and will not issue press releases unless specifically authorized and approved by the Sheriff.
- Enforces all federal, state, and local laws.
- Performs all duties as a licensed peace officer under North Dakota Century Code, and as requested by the Wells County Sheriff and/or Chief deputy.
- Investigates crimes as requested by the Sheriff, Chief Deputy, and/or Wells County State's Attorney.
- Makes arrests as required by law and when the deputy, in good faith, believes that there is probable cause to arrest, pursuant to law.
- Prepares CFS and Case Reports and all other necessary documents as listed in the Wells County Sheriff's Office policies and Procedures Manual.
- Performs civil service as assigned by the Sheriff and/or Chief Deputy.
- Provides courtroom security as assigned by the Sheriff and/or Chief Deputy.
- Patrols Wells County and enforce traffic regulations as assigned by the Sheriff and/or Chief Deputy.
- Assists other agencies, when requested, and as assigned by the Sheriff and/or Chief Deputy. This may include assisting Social Services and/or Juvenile Court, including providing breath testing, urine testing, drug testing, drug patches, and/or 24/7 Sobriety Program requirements.

- Requests search warrants when necessary.
- Assists with the execution of search warrants as assigned by the Sheriff and/or Chief Deputy.
- Performs community care functions as necessary and as assigned by the Sheriff and/or Chief Deputy.
- Responds to State Radio Calls.
- Responds to motor vehicle crashes, and prepare motor vehicle crash reports as required by law and as stated in the Wells County Sheriff's Office Policies and Procedure Manual, and as updated, and pursuant to Dot regulations.
- Performs welfare checks as assigned by the Sheriff and/or Chief Deputy.
- Responds to Silent Alarms.
- Will become certified in the 24/7 Sobriety Program and perform the tasks associated with the 34/7 Sobriety Program as assigned by the Sheriff and/or Chief deputy.
- Provides Marsy's Law Cards to victims of crimes.
- Maintains all equipment and vehicles issued by the Sheriff and/or Chief Deputy, and will sign the Employee inventory Sheet when the equipment and vehicle are received, and when the equipment and vehicle are returned.
- Attends monthly staff meetings as requested by the Sheriff and/or Chief Deputy.
- Performs all other related duties as assigned by the Sheriff.

❖ **Requirements of Work:**

- Maintain a positive and productive work atmosphere by communicating and maintaining a professional manner with superiors, other officers, employees, detainees, attorneys, and anyone coming in contact with the Sheriff's Department.
- Elementary knowledge of general police methods and procedures or the ability to learn such methods rapidly; knowledge of traffic rules, regulations and criminal laws; aptitude in the use of firearms, and the ability to operate motor vehicles and law enforcement radios and equipment.
- Reading, writing and arithmetic skills sufficient to create and comprehend activity reports.
- Able to deal firmly and courteously with the general public.
- Willing to work shift work consisting of days, nights, holidays and weekends.
- Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used.
- Ability to react quickly and calmly under emergency conditions which includes the normal use of all extremities; must have ability to hear normally, and eyesight corrected to 20/30 or better with the ability to distinguish colors and have no appreciable loss of peripheral vision.
- Must possess a valid driver's license with no serious traffic violations, no felony or misdemeanor convictions.
- Able to pass civil, criminal, and driver's license background checks, and physical and mental evaluations to prove ability to handle one-self in cases of physically demanding emergencies and stressful environmental strains.
- Ability to perform light physical work and carry up to 75 pounds; the ability to stand, walk, sit, bend, twist, kneel, and reach; the possession of hand/eye coordination to operate a work computer and traditional Sheriff's equipment; the ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.
- Maintain the Sheriff's Department code of ethics, policies, and the North Dakota Century Code.
- The Full-time Deputy will be a licensed peace officer, or become a licensed peace officer. If the Full-time Deputy is not a licensed peace officer when hired, the deputy will obtain a

temporary restricted peace officer's license, and will seek to become a full-time licensed peace officer. The Full-time deputy will maintain the required continuing P.O.S.T. Board credits to maintain the peace officer's license after obtaining the license.

❖ **Desired Training and Experience:**

- Must be U S Citizen, 18 years of age or older.
- High school graduate or GED certified.
- Certified in Police Officer Standards, Training and Licensing (P.O.S.T.) or have the ability to become certified.

❖ **Special Working Conditions:**

- Physical environment consists of exposure to extremes in weather and driving conditions. Much time is spent in a vehicle, oftentimes having to go out into the elements while conducting investigations, traffic stops, and property checks.
- Will include physical motions of sitting, standing, walking, running, climbing, jumping, lifting, pulling, carrying and dragging objects, quickly entering and exiting law enforcement patrol vehicles and physical contact with others using body force to restrain individuals.
- Will include effectively restraining a suspect, forcibly if necessary, using handcuffs, and other restraints.
- Endure verbal and mental abuse when confronted by suspects and other people in an antagonistic environment; break up fights and affrays; use of firearms when necessary.
- Encounter environmental and health concerns through exposure to infectious diseases transmitted through body fluids, chemicals, and other substances related to Deputy Sheriff work.

❖ **Clarification Clause:**

This job description is not intended and should not be construed to be a complete list of all duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining Deputy Sheriff related positions. The job description does not constitute an employment contract or an employment agreement. The Full-time Deputy is an employee "at will" and will be hired or fired at the discretion of the Sheriff. Employee is expected to read and follow the Wells County Employee Policy Manual. The County reserves the right to modify job descriptions at any time.

Wells County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.