



## **BUFFALO COUNTY SHERIFF'S OFFICE STANDARD OPERATING PROCEDURES**

### **I. JOB TITLE: DEPUTY SHERIFF – JAIL DEPUTY**

### **II. CHARACTERISTICS OF THE JOB**

1. Under general supervision, a Jail Deputy Sheriff is responsible for general law enforcement work involving all applicable statutes and laws in and for the State of Nebraska and the county including crime prevention, investigation and detention, protection of life and property, inmate movement and transport, and maintaining law and order within Buffalo County.

### **III. JOB ESSENTIAL FUNCTIONS**

1. Assigned to work with Buffalo County correctional and court staff in maintaining safe and secure operations within the Buffalo County Jail and Justice Center.
2. Work with correctional and court staff in providing safe, secure and timely movement of inmates within the jail and Justice Center.
3. Work with correctional and court staff in providing safe, secure and time movement of inmates for out-of-facility transports, including but not limited transports to medical appointments, or court ordered functions.
4. Respond to and assist with safety, security and calls for service at the Buffalo County Courthouse and grounds, including panic alarms.
5. Effect an arrest, forcibly if necessary, using handcuffs and other restraints, subdue resisting suspects, maneuvers and weapons, including verbal de-escalation, and resort to the use of hand and feet, and other approved weapons, including less lethal weapons, in self-defense.
6. Prepare investigative and other reports including, sketches, using appropriate grammar, symbols, and mathematical computations.
7. 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 and to what degree.

8. Operate a law enforcement vehicle during both the day and night, in emergency situations involving speeds in excess of posted limits, in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow.
9. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
10. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informers.
11. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying, and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches, and streams; crawling in confined areas; balancing on uneven or narrow surfaces, and using body force to gain entrance through barriers.
12. Load, unload, aim, and fire from a variety of body positions handguns, shotguns, and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
13. Perform searches of people, vehicles, buildings, and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people, and stopping suspicious vehicles and persons.
14. Conduct visual and audio surveillance for extended periods of time.
15. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol, and physically checking the doors and windows of buildings to ensure they are secure.
16. Effectively communicate with people including juveniles, by giving information and directions, mediating disputes, advising of rights and due process.
17. Demonstrate communication skills in court and other formal settings.
18. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions that indicate the presence of dangerous conditions.
19. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.

20. Perform rescue functions at accidents, emergencies, or disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging, and carrying people away from dangerous situations, and securing and evacuating people from particular areas.
21. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
22. Put on and operate a gas mask in situations where chemicals and munitions are being stored.
23. Extinguish small fires by using a fire extinguisher and other appropriate means.
24. Read and comprehend legal and non-legal documents including the preparation and processing of such documents as citations, affidavits, and warrants.
25. Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions. Must be able to work a variety of shifts, which will include nights, afternoons, and days including weekends and holidays.

#### IV. EXAMPLE OF DUTIES

1. Assist in maintaining safety and security within the Buffalo County Jail, Justice Center and Courthouse.
2. Provide inmate movement as needed in a safe, secure and timely manner.
3. Conduct investigations of incidents and criminal activity within the jail and courthouse as suspected and/or assigned.
4. Serve and read arrest warrants to wanted individuals at the jail and courthouse.
5. Assist jail correctional staff, including but not limited to floor staff, administration, medical, maintenance, and support staff.
6. Communicate regularly and as needed with the jail supervisory staff.
7. Conduct courthouse security and door checks as assigned.
8. Conduct work release and house arrest checks as assigned.
9. Responsible for gathering evidence and proper maintenance of same.
10. Interview witnesses and make appropriate reports.

11. Interview and arrest persons suspected of committing criminal acts.
12. Appear in court to present evidence and testify to same.
13. As may be directed by a supervisor to assist road patrol deputies to patrol a designated area of the county in assigned unit to prevent the commission of crimes, to enforce traffic and parking regulations, respond to calls and complaints and take appropriate actions, investigate all vehicle accidents as assigned.
14. Will be responsible for transportation and custody of all prisoners assigned.
15. When assigned, will perform functions of an officer of the court.
16. Additional duties as required or directed by the Sheriff.

#### V. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Know the philosophy of the Buffalo County Sheriff's Office.
2. Know the objectives of the Buffalo County Sheriff's Office.
3. Have complete knowledge of the policies and procedures governing the Buffalo County Sheriff's Office, including the Jail, Justice Center and Courthouse.
4. Continue education to maintain an up-to-date knowledge of current trends and developments in law enforcement techniques.
5. Maintain proper communication with all personnel, and in doing so, insure that a working relationship is maintained at all times.
6. Maintain two-way communication with other departments.
7. Foster good public relations within the community.
8. Will have a thorough knowledge of federal, state, county, and city regulations.
9. Maintain proper communication with all other judicial system departments.
10. Must complete all training required as prescribed by State Statute and department guidelines.

#### VI. QUALIFICATIONS

1. Age of 21 years or older.
2. High school graduate or GED.

3. Valid Nebraska driver's license.
4. No felony or serious misdemeanor convictions.
5. No convictions for driving while intoxicated or related offenses in the past 24 months.
6. Must be of good moral character.
7. Must be able to read, write, and understand the English language at the eleventh grade level.
8. Must be able to achieve basic certification as a law enforcement officer by the state within one year of appointment.
9. Must be able to pass a physical examination as required by the Nebraska Law Enforcement Training Center.
10. Must be able to successfully pass a polygraph examination.
11. Must be able to successfully pass a drug screen test.

## VII. SPECIAL REQUIREMENTS

1. Since law enforcement officers are required to enforce the law and they are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a "business necessity" that officers exhibit a history of characteristics of honesty, reliability, ability to manage personal finances, interpersonal skill, and integrity.
2. Additionally, law enforcement officers are frequently placed in a position of physical and mental stress. Therefore, all conditional hires will be required to pass a psychological as well as a physical exam - both of which are designed to test your ability to perform the essential functions of this job as outlined above. Applicants posing a substantial risk of injury to themselves, other officers, and the public are at a disadvantage in the hiring process.
3. Must meet the guidelines and rules set forth in the Buffalo County Sheriff's Office Merit Commission.