

## **Position Summary**

The Ravalli County Sheriff's Office is now accepting applications for **Deputy Sheriff**. This application process will be for a hiring pool in anticipation of upcoming open positions.

Wage and Benefits:

**Starting wage: \$21.61**

**Vacation and Sick time earned monthly**

**Longevity pay increases yearly (1%)**

**Overtime and Comp Time**

**10 paid holidays with premium holidays paid at time and half (per Collective Bargaining Unit)**

**Pay increases at 4 and 7 years**

**Shift differential for night shifts**

**Retirement with the Sheriff's Retirement System**

**Medical, Dental, and Vision benefits**

**Clothing allowance after one year probation.**

## **MINIMUM REQUIREMENTS:**

All public safety officer positions have minimum requirements established by Montana law and the Montana Public Safety Officer Standards and Training (POST) Council.

### **An applicant:**

- Be a United States citizen.
- Be a resident of Montana, or become a resident within ninety [90] days of employment.
- Possess a valid Montana Driver's License or able to obtain a valid Montana Driver's License within ninety (90) days of employment.
- Be at least eighteen 18 years of age.
- Be a high school graduate or have been issued a high school equivalency diploma by the superintendent of public instruction or by an appropriate issuing agency of another state or of the federal government;
- Free from illegal drug use, or legal drugs that impair mental or physical performance.
- Be fingerprinted and a search made of the local, state, and national fingerprint files to disclose any criminal record.
- Not have been convicted of a crime for which the person could have been imprisoned in a federal or state penitentiary.
- Pass a background investigation in accordance with Ravalli County Sheriff's Office procedure.
- Must pass a physical examination by a physician selected/paid for by the Ravalli County Sheriff's Office.
- Must pass a psychological examination by a licensed professional selected by and paid for by the Ravalli County Sheriff's Office.
- Complete a personnel evaluation profile (PEP).
- Successfully completing pre-employment drug testing.
- Complete and pass the Montana Law Enforcement Academy physical agility test (MPAT).
- Successfully complete an interview panel process conducted by the Ravalli County Sheriff's Office to demonstrate the possession of communication skills, temperament, motivation, and

other characteristics necessary to the accomplishment of the duties and functions of a deputy sheriff.

- Successfully complete a one year probation period, which includes passing the applicable divisional training program.

## **ESSENTIAL DUTIES AND JOB ACCOUNTABILITY:**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address office needs and changing office practices.*

Patrol designated areas of Ravalli County in car, by foot, or other means to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; protect real and personal property by providing security checks of residential, business, and public premises; maintain awareness of and remains alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress; issue warnings and citations.

Respond to calls for the protection of life and property, the enforcement of laws and ordinances, general public service calls, and complaints including those involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints, and related incidents; investigate complaints and takes appropriate action, which may include the use of deadly or non-deadly force; use sound judgment under adverse, stressful conditions.

Conduct investigations at scenes of incidents to which dispatched or incidents observed; determine what, if any, crime has been committed; identify, collect, preserve, process, and log evidence; locate and interview victims and witnesses; identify and interrogate suspects.

Work in partnership with the County Attorney's Office to obtain and file criminal complaints on arrested subjects.

Prepare and serve search and arrest warrants; apprehend and arrest offenders for crimes committed under federal, state, and local laws and codes; control and mitigate people under the influence of drugs or alcohol or other potentially hostile situations.

Establish and preserve good relationships with the general public; answer questions from the public concerning local and state laws, procedures, and activities of the office; make presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of law enforcement activities.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; may respond to requests for assistance from agencies outside the County for mutual aid in the suppression of civil disturbances, apprehension of criminals, or other related requests.

Participate in continuous training to enhance law enforcement skills including firearms proficiency, apprehension and arrest techniques, investigative skills, and general law enforcement skills.

Perform a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attend meetings; maintain that specialized equipment including preliminary alcohol screening devices are calibrated monthly.

Initiate and complete reports, legal documents, and other required paperwork; prepare a variety of reports including those on activities, operations, arrests made, and unusual incidents observed; prepare investigative reports and case information.

Testify in courts and at hearings; prepare and present case evidence; respond to mandatory court appearances during off duty hours.

Direct traffic at fires, special events, and other emergency situations; provide traffic and crowd control at events.

Sworn personnel, hired after March 1, 2018, shall take and pass the MPAT on an annual basis. A RCSO Fitness Coach will proctor the test.

Performs other related duties as required.

## **ESSENTIAL PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site. The employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc. Required to work various shifts, including evenings and weekends, and may be required to travel outside the County to attend meetings or trainings. Work in an office setting with artificial light, using a desk, chair, and computer.

**Physical:** Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to heavy weight; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.