



Fluvanna County, Virginia  
Sheriff's Office  
Job Description

**Deputy Sheriff/Sergeant**

<b>Job Class #:</b>	6040
<b>Pay Grade:</b>	108
<b>Category:</b>	Full-time- with Benefits
<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Appropriate chain of command as directed by the agency's organizational chart

**SUMMARY**

Performs work as an uniformed sworn law enforcement officer tasked in either direct or support roles for the protection of life, limb, and property within the defined jurisdiction of Fluvanna County. Performs limited administrative work and supervises assigned staff to ensure their work is completed in accordance with law and policy. Law enforcement work is often completed under stressful and emergency conditions which frequently involve considerable personal risk. Work is performed under limited supervision. Reports through the appropriate chain of command as directed by the agency's organizational chart. Appointee serves at the pleasure of the Sheriff.

**ESSENTIAL FUNCTIONS**

- Follows Agency general orders, rules, and regulations and adheres to the Law Enforcement Code of Ethics.
- Enforces state and local laws and ordinances.
- Investigates suspicious activity and investigates criminal cases.
- Investigates motor vehicle crashes.
- Maintains records and files and prepares reports, summonses, and other law enforcement documents.
- Operates agency computers and utilizes authorized data management systems, networks, and software in accordance with law and policy.
- Works assigned shifts and special assignments as directed. Works overtime as required to include unscheduled emergency recall to duty or emergency shift extensions.
- Communicates accurately, truthfully, and with proper demeanor.
- Provides testimony in criminal and civil proceedings.
- Operates agency vehicles in all weather and response conditions during daytime and nighttime hours.
- Answers calls for service in an efficient and professional manner.
- Proactively seeks out criminal activity, law violations, and other public safety concerns.
- Serves and executes warrants, summonses, protective orders, emergency custody orders, temporary custody orders and other processes.
- Directs traffic as needed to ensure public safety.
- Processes, photographs, fingerprints arrestees and others.
- Provides prisoner transportation and courtroom security.
- Interviews victims, witnesses and suspects.
- Properly collects, labels, logs and reports property and evidence.
- Performs crime prevention and public relations functions when assigned.
- Performs related tasks, duties and assignments as required.

- Supports the chain of command and promotes a healthy, safe, harassment free and responsive work environment that serves to encourage a positive command climate and good morale.

**ESSENTIAL LEADERSHIP RESPONSIBILITIES AND SUPERVISORY FUNCTIONS**

- Assists, mentors, trains, and evaluates subordinate activities to ensure they perform their assigned tasks, duties, and responsibilities.
- Provides support and guidance to subordinates during operations and ensures proper resources are available and properly allocated.
- Performs the duties of a first-line supervisor and ensures the quality delivery of law enforcement services regardless of assignment.
- Counsels, guides and initiates corrective action relating to subordinates and ensures such actions are properly documented.
- Maintains and promotes confidentiality in all personnel matters.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Strong knowledge of principles, practices and procedures of law enforcement work.
- Strong knowledge of the Code of Virginia and county ordinances, as well as applicable case law.
- Strong knowledge of the geography of the County and the location of important buildings and critical infrastructure.
- Strong knowledge of the policies and procedures of the Sheriff's Office.
- Strong knowledge of the agency records management system.
- Ability to give, receive, and implement oral and written instructions.
- Ability to prepare clear, comprehensive reports.
- Ability to review and correct reports of others.
- Ability to deal courteously, firmly and tactfully with the public.
- Ability to analyze situations and to adopt quick, effective and reasonable courses of action.
- Ability to maintain cooperative relationships with other County officials and with the general public.
- Ability to show empathy, build community trust, and serve with dignity in a dynamic law enforcement climate.
- Ability to maintain proficiency in the use of firearms, less-lethal weapons, defensive tactics, and the emergency operation of a motor vehicle.

**ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**

- A minimum of a high school diploma or equivalent. Preference may be given to candidates with advanced degrees, or certifications in a related field and/or any combination of education and experience in the field of law enforcement.
- Must not be on probation.
- Minimum of 4 years of law enforcement experience.
- Must meet or be able to obtain Virginia-mandated law enforcement training requirements.
- Possession of an appropriate driver's license valid in the Commonwealth of Virginia.
- Must meet and maintain all Commonwealth of Virginia, Department of Criminal Justice Services, Fluvanna County Sheriff's Office, and specialized training/education/certification requirements for the appointed position.
- Must currently hold Virginia DCJS law enforcement certification and maintain such certification for the entirety of the appointment.
- Must currently hold, or obtain within one year of appointment, NCIC/VCIN Level B certification, at a minimum, and maintain such certification for the entirety of the appointment.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- This position requires the ability to work a variety of shifts, scheduled or unscheduled, to respond to incidents 24 hours, 7 days a week, which includes, nights, weekends, holidays, inclement weather, and during and following natural disasters and emergencies.
- This position is considered an Essential Personnel position within the Sheriff’s Office and is subject to recall to duty in accordance with Sheriff’s Office policy, procedure, or Sheriff’s mandate.
- Appointee may be assigned to any division, section, unit, or assignment as needed.
- Must be able to lawfully possess a firearm.
- Must be legally eligible to serve as a law enforcement officer in the Commonwealth of Virginia.
- This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, and other repetitive motions for extended periods of time.
- Work requires effective vocal communication.
- Work requires hearing ability to perceive information at normal spoken word levels, and to receive detailed information through oral communications and to make fine distinctions in sound.
- Work requires visual acuity for depth perception, color perception, night vision, and peripheral vision.
- Work will be performed both indoors and outdoors and in extreme weather conditions, i.e. heat, cold, rain, snow, etc.
- Work will be performed in a stressful environment, at personal peril, stemming from receipt of emergency response calls.
- The appointee may be exposed to blood-borne pathogens and may be required to wear specialized personal protective equipment.
- Work requires the ability be able to wear a duty belt, bullet-resistant and/or load-bearing vest and all applicable issued gear for over 12 hours.
- Work requires the maintenance of appropriate physical fitness to perform all job tasks.
- May be required to submit to employment-related alcohol, drug, or polygraph testing in accordance with sheriff’s office policy.

**POST OFFER REQUIREMENTS**

- Requires satisfactory results from a comprehensive background investigation to include past employment, local, state and federal criminal history check, DMV check, sex offender registry and credit check.
- Requires satisfactory results from a medical and psychological evaluation and pre-employment substance abuse testing.

<b>Department Head Recommended:</b>	<b>HR Manager Approval as to Form:</b>	<b>County Administrator Recommended:</b>	<b>Board of Supervisors Approved:</b>
9/15/2020	10/26/2020	10/26/2020	10/26/2020