

**WALLA WALLA COUNTY  
POSITION DESCRIPTION FORM**

**JOB TITLE:** Deputy  
**AGENCY:** Walla Walla County Sheriff's Office  
**DIVISION:** Operations  
**REPORTS TO:** Sergeant  
**PAY GRADE:** Current Negotiated Contract; Full-Time, Non-Exempt; Benefits Apply

**JOB SUMMARY:** A Deputy Sheriff is defined in RCW 36.28.020 and as such possesses all the power and may perform any of the duties prescribed by law to be performed by the Sheriff. This position is a line level law enforcement position that includes assignment to either the Patrol Bureau or Detective Bureau within the Operations Division and is responsible for the preservation of the public peace, protection of life and property, prevention of crime, investigation of crime, arrest of violators of the law, and proper enforcement of all laws and ordinances of the County of Walla Walla, Washington State, and the United States as applicable. Deputies are responsible for adherence to the Sheriff's Office Rules, Regulations, Policies and Procedures and shall adhere to the Sheriff's Office Vision, Mission, Core Values, and the Law Enforcement Code of Ethics.

**SUPERVISORY RESPONSIBILITIES:** There are no direct associated supervisory responsibilities for this position unless a specific assignment is made.

**ESSENTIAL FUNCTIONS:**

- Monitor and respond to calls for service, assess and determine if crime(s) have occurred.
- Exercise and review using independent judgment to determine if reasonable grounds exist to detain, arrest, or search locations and suspects of criminal activity.
- Ensure all evidence, including trace evidence, is properly stored and maintained. Maintain and review chain of custody records for evidence.
- Ensure the proper completion of all paperwork, reports, and documentation relating to reports of crime, criminal investigations, crime scene investigations, search warrant seizures, and incidents requiring documentation.
- Conduct comprehensive crime scene investigations.
- Prepare and review reports for accuracy and legibility.
- Provide court testimony.
- Service of court process to include subpoenas, court summons, both civil and criminal, warrants of arrest, restraining/protection orders, writs of restitution and replevin; investigate related violations.
- Draft, review, and obtain arrest warrants, search warrants, and seizure orders.
- Collect and record evidence from crime scenes using agency protocols and established crime scene practices.
- Conduct traffic collision investigations.

- Ability to work all hours of the day and night and long, varied, flexible, and protracted hours depending on the complexities of unique situations.
- Ability to rotate with assigned squad to day and night shifts in order to maintain squad continuity and accountability.

**EXAMPLE OF DUTIES:**

- Conduct both on-scene and investigative follow-up interviews.
- Manage caseloads, handle and process evidence.
- Actively participate in ongoing in-service training and legal updates.
- Maintain required crime statistical reports for review and analysis.
- Develop and present quality daily roll call training and legal updates as assigned.
- Participate in educational and community outreach programs.
- Conduct routine inspections of equipment and supplies that are assigned or provided for them and ensure their own proper demeanor, neat and clean appearance, serviceability of equipment, and appropriate performance of duty.
- Provide liaison with other law enforcement agencies and work as requested with mutual aid agencies.
- Perform related duties as assigned.

**EQUIPMENT TO BE USED:** Requires the operation of different tools including, but not limited to: Computers; computer programs; Mobile Data Computers and software; printers; scanners; latent fingerprint processing kits; cameras; crime scene processing equipment; mobile and portable radios; maps; GPS equipment; photographic and recording equipment; lethal and less lethal weapons including firearms, batons, Tasers, chemical irritants; motor vehicles and emergency equipment.

**WORKING ENVIRONMENT / PHYSICAL ABILITIES:** Position entails the inherent law enforcement risks and dangers of contacting and/or arresting dangerous individuals in various situations and environments in multiple indoor or outdoor venues. Deputies are expected to be able to assess and adapt to rapidly evolving situations and make decisions that will enhance the safety of others including citizens and suspects. Physical abilities required for this position are ones typically related to law enforcement activities including, but not limited:

- Manual dexterity and visual acuity to effectively and competently operate computers, office equipment, vehicles, weapons systems, and accessing file cabinets and evidence containers, both on and off site.
- Sufficient hearing and speech ability to effectively communicate verbally.
- Ability to perform strenuous physical tasks such as pursuing fleeing suspects on foot and controlling suspects who resist arrest.
- Ability to perform tasks such as sitting, standing, bending, squatting, kneeling, grabbing, carrying, holding, walking, and running.

**KNOWLEDGE AND ABILITIES:** Knowledge of procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, criminal process and arrest; principles and practices of search and seizure, and preservation and presentation of evidence; pertinent Federal, State, and local laws, codes and regulations.

- Possess thorough knowledge of RCW, WAC, case law, rules of evidence, crime scene procedures, and agency policies.

- Possess knowledge of community resources.
- Ability to recommend and implement goals, objectives, and practices for providing effective and efficient law enforcement services;
- Ability to meet Sheriff's Office standards of firearms proficiency, appearance, and dress code.
- Ability to develop and maintain positive working relationships with colleague and superior officers; with other divisions of the Sheriff's Office and the law enforcement community.
- Ability to communicate effectively, both orally and in writing.
- Ability to communicate effectively with a diversity of people, including those with social and/or behavioral problems, as well as the handicapped, disabled, and disadvantaged, and with citizens from all racial, ethnic, and socio-economic backgrounds.
- Ability to work independently and as a part of a team.
- Ability to negotiate and resolve conflict in a constructive manner.
- Ability to demonstrate sound judgment and ability to make decisions.
- Ability to provide crime deterrence by effective patrol techniques.
- Ability to legally and safely operate a motor vehicle.
- Ability to enforce traffic laws.

**JOB HAZARDS/RISK FACTORS:** Employees risk physical hazard from violent, aggressive, and hostile individuals, a variety of weapons, noise, exposure to bio-hazard, communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, drugs and drug paraphernalia. This position has a high risk of civil litigation due to performance of duties.

**EDUCATION AND EXPERIENCE:** Minimum High School Diploma or GED, successful completion of Washington State CJTC BLEA or equivalent and successful completion of required in-service training according to RCW and state standards.

**LICENSES AND OTHER REQUIREMENTS:** Must be a citizen of the United States or a lawful permanent resident who can read and write the English language, at least twenty-one (21) years of age and never have been convicted of a felony or misdemeanor which reflects adversely on the Sheriff's Office. Must satisfactorily pass the Sheriff's Office oral board, background investigation, polygraph and psychological examinations. Maintain competency of appropriate regulations and statutes applicable to area of responsibility. Maintain a valid driver's license, personal vehicle registration and insurance coverage. Attend and successfully complete the WSCJTC law enforcement academy or WSCJTC authorized equivalency academy. Maintain continuing education and certification.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**