

Position Title: Deputy Sheriff
FLSA Status: Non-Exempt
Reports To: Sheriff (or designee)
Location: Cass County, Nebraska



Position Summary

The work of a deputy sheriff ensures public safety and law enforcement. Responsibilities include patrolling, emergency response, investigations, and community outreach. Specific assignments are received from superior officers and carried out per established rules and procedures in the standard operating procedures, general orders, and directives. This position demands sound judgment, quick decision-making, and professionalism in high-stress situations. Proficiency with weapons, physical fitness, and adaptability to new technologies are essential. Strong communication, empathy, and teamwork are crucial. The deputy sheriff represents the office with integrity and a commitment to public service and community safety. The work involves an element of personal danger and may be performed in uniform or plain clothes within the jurisdiction of Cass County, Nebraska. Performance standards for the Deputies shall be established and evaluated by their respective supervisor(s).

Essential Job Functions

- Adheres to Cass County Sheriff's Office directives, general orders, and the Standard Operating Procedures (SOP) and notifies their respective supervisor regarding any violations.
- Provides mentorship and training for junior and probationary deputies.
- Confers with the sergeant on daily law enforcement matters, unusual or difficult problems, the progress of cases, and other related issues.
- Completes detailed, timely, and accurate reports, forms, and other official records that document activity or involvement in all incidents.
- Provides testimony in court proceedings as necessary.
- Ensures uniforms, vehicles, and equipment are adequately maintained and in proper working order;
- Performs appropriate activity that protects those in immediate danger of injury or death at the hand of another person or persons.
- Responds to incidents of injury or accidents and summons or administers medical or other aid;
- Understands and utilizes crisis intervention and de-escalation techniques to restore and maintain order in areas of individual, family, or public crises; provides assistance and support to parties involved in incidents.
- Proactively participates in ongoing training and professional development, including specialized training programs to enhance skills and knowledge in areas designated by the sheriff. Attends conferences and meetings to keep abreast of current trends in law enforcement; represents the sheriff's office in a variety of local, state, and other meetings; as assigned.
- Ensures all departmental memos, records, and reports are routed to the appropriate personnel in a timely and accurate manner and according to established procedures.
- Answers inquiries from the public; receives citizen complaints and handles situations and/or refers individuals to appropriate sources of resolution.
- Collaborates with community organizations and stakeholders to address public safety concerns and implement crime prevention initiatives.
- Participates in community outreach programs and events to pro-actively foster positive relationships with community members.
- Operates and maintains assigned departmental vehicles and equipment in a professional, efficient, and safe manner and according to established procedures. Equipment includes two-way radio and other communication devices, body and handheld cameras, stationary computers, laptops, cell phones, weapons, authorized restraints, etc.
- Utilizes computer programs in the establishment and maintenance of timely and accurate records and reports.
- Establishes and maintains effective working relationships with the public, coworkers, subordinates, other law enforcement and governmental agencies, and county officials.

- Recognize and process impaired drivers and gather sufficient evidence for violators.
- Collects, retains, and disposes of contraband and evidence to seize illegal items and evidence related to criminal investigations and/or safekeeping. Involves documenting charges filed by adhering to search and seizure procedures, returning materials to owner or proper authority, and destroying items when required.
- Protects and secures incident, disaster, and crime scenes to preserve evidence and protect persons and property by sealing off the area using techniques such as additional manpower, barricades, locked and guarded establishments.
- Identifies, documents, and collects evidence while maintaining proper care and chain of custody.
- Notify next-of-kin and attempt to locate persons in incidents of serious injury, illness messages, or general information, to give emotional and physical support through personal or telephone contact.
- Determines severity and location of accidents to summon equipment and personnel, such as additional units, fire trucks, ambulances, rescue equipment, utility companies, maintenance equipment, and medical personnel, by evaluating information given and observing incident scenes.
- Investigates and records the accident scene, victims' condition, and damage to property to determine the factual information from physical evidence at the scene.
- Shall maintain a firm, professional demeanor in their contacts with the public, shall not use their official positions to secure privileges for themselves nor engage in behavior that conflicts with the interest of the sheriff's office.
- Maintains confidentiality and professionalism when handling sensitive information and interacting with individuals involved in legal proceedings.
- Retain a level of fitness appropriate to perform essential job functions of a Deputy with the Cass County Sheriff's Office.
- Knows, understands, and upholds the law and adheres to the constitutions of the United States of America and the state of Nebraska.
- Conducts patrols in assigned areas to interact with communities, deter crime, and maintain public safety.
- Must continuously conduct investigations and prioritize actions. Must initiate traffic stops, affect arrests, generate and serve warrants, and other law enforcement operations.
- Conducts interviews and interrogations of suspects, witnesses, and victims and collects written statements as part of criminal investigations.
- Participates in regular firearms and defensive tactics training and proficiency assessments to maintain firearm skills and compliance with departmental standards.
- Maintains professionalism in all public and online interactions, including responsible use of social media, ensuring that personal conduct does not compromise the reputation of the Sheriff's Office.
- Must continuously develop and build positive relationships with citizens and community officials;
- Upholds ethical standards and integrity in a professional manner and according to departmental policies during all interactions and decisions, demonstrating honesty, fairness, and respect for the rights and dignity of others.
- All other duties as assigned by the sheriff or designee.

Qualifications

- Must be 21 years old prior to the completion of the required training of Nebraska Law Enforcement Training Center.
- Must be a United States citizen.
- High school diploma or General Equivalency Diploma (GED) equivalent.
- Must possess or obtain a valid operator's license by the time of hire without a record of suspension or revocation in any state. Must maintain a valid license for continued employment.
- Must not have been convicted of or currently be charged with any felony. Also, they must not have been convicted of any misdemeanor involving moral turpitude for which a pardon has not been granted and must not have demonstrated a disregard for the law to such an extent that their usefulness as an employee would be impaired. If adverse information relative to a potential employee's character or background is developed during the routine background investigation, the Cass County Sheriff's Office shall explore this during the oral interview and make its own decision relative to hiring.

- Must pass a security clearance check conducted on a national and local level, including criminal record and polygraph examination.
- Ability to meet written, oral, and physical standards established by the Cass County Sheriff's Office.
- Must successfully complete basic training at the Nebraska Law Enforcement Training Center and all portions of the Cass County Sheriff's Office probationary deputy field training program.
- Must meet all other qualifications mandated by Nebraska Administrative Code, Title 79, Chapter 8.

Necessary Knowledge, Skills, and Abilities

- Knowledge of and ability to apply the technical and operating principles and techniques used in law enforcement, crime prevention, and corrections.
- Knowledge and ability to apply federal, state, and local laws pertaining to the duties performed including those with reference to search and seizure, arrest, prosecution of persons and the rules of evidence.
- Knowledge of and adheres to Standard Operating Procedures (SOP) and general orders.
- Knowledge of and use of records and their application to the solution of problems/issues.
- Knowledge of and ability to perform input and retrieval functions utilizing a variety of computer programs pertaining to the duties performed.
- Knowledge of responsibilities and ability to use independent judgment in the performance of duties.
- Knowledge of the geography of the county.
- Knowledge and proficiency in ongoing training and application of defensive tactics such as ground fighting, building clearing, and handcuffing.
- Knowledge of and ability to utilize technology and digital tools, including cybersecurity practices, to conduct investigations, maintain secure communications, and manage data effectively.
- Ability to adhere to and enforce departmental policies and federal, state, and local regulations with firmness, tact, and impartiality.
- Ability to maintain and utilize authorized weapons, including firearms, Taser, etc., according to established procedures.
- Ability to operate a motor vehicle safely in all types of weather and traffic conditions.
- Ability to operate standard office equipment and other equipment relating to a comprehensive law enforcement program.
- Ability to utilize sound independent judgment in stressful and emergency situations; analyze situations quickly and objectively and adopt quick, effective, and reasonable courses of action with due regard to the surrounding hazards and circumstances.
- Ability to make complex, difficult decisions and to develop plans for the safe, efficient, effective, and legal accomplishments of tasks required to protect life, safety, and property of citizens, enforce applicable laws, and serve the public.
- Ability to prepare clear, accurate, and comprehensive forms and reports utilizing correct grammar, spelling, and punctuation.
- Ability to perform basic mathematical calculations.
- Ability to read and comprehend complex information, such as investigative reports, SOP's, and program manuals.
- Ability to maintain the confidentiality of all departmental communications, documents, and correspondence.
- Ability and willingness to take on leadership roles within the office and the community.
- Ability to work with the general public in a courteous and tactful manner.
- Ability to perform job duties efficiently while managing frequent interruptions.
- Ability to plan and organize a personal work schedule, set priorities, and meet deadlines.
- Ability to understand and follow both oral and written instructions.
- Ability to meet situations analytically and objectively and record them in a clear, concise oral and written form.
- Ability to communicate effectively, verbally and in writing, in English.

Assessments

Achievement on written, oral, and physical assessments sufficient to meet the standards required for employment as determined by the Cass County Sheriff and the Cass County Merit Commission. All employees of the classified service, prior to appointment, must submit to a thorough background investigation, polygraph, medical, and psychological examination. Also, successful completion of a physical fitness assessment as required by the Nebraska Law Enforcement Training Center (NLETC). Before employment in the classified service, each candidate must be fingerprinted, and the sheriff or designated agent must investigate the candidate's total background. Must obtain certification as required by the Nebraska Law Enforcement Training Center within twelve (12) months of the date of appointment. Must successfully complete the Cass County Sheriff's Office Field training program within twelve (12) months of receiving the NLETC basic curriculum certification or at the administration's convenience based on the availability of staffing.

Annual Physical Assessment

Employees designated as sworn deputies may be required to undergo an annual physical agility assessment. The sheriff may adopt a specific standard for conducting said physical agility assessment. Employees designated as classified service may be required to attain and/or maintain a minimum proficiency score established by the sheriff.

Probationary/Introductory Period

Individuals who become sworn deputies shall complete a twelve (12) month probationary/Introductory period upon the completion of the training academy. Performance during the probationary period will be evaluated based on adherence to departmental standards, demonstration of required skills, and alignment with the mission and values of the Cass County Sheriff's Office. The probationary/introductory period shall consist of twelve (12) months of actual employment, and any interruptions of employment during such probationary periods shall not be counted as part of such period. Any entry-level probationer who is transferred to any other position as a sworn deputy before completing the probationary/introductory period shall complete their probationary/introductory period by adding thereto the service from all former positions within the Cass County Sheriff's Office. Verification of satisfactory employment in the newest position by that division head will be deemed to constitute verification of satisfactory service in the original position. During the probationer's original twelve (12) months of employment, the probationer may be released from the employment of the county by the sheriff after determining, following supervisory reports that the new employee is not performing adequately or is not conforming to the overall mission of the sheriff's office. All cases of such doubtful performance will be resolved in favor of Cass County.

Physical/Working Environment

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Deputies are often placed in a position of physical and mental stress and will be required to perform a variety of duties, which may require the incumbent to walk or run a long distance or sit for extended periods of time.

At times, the work is performed indoors in an office setting and requires routine bending, lifting, and carrying of office supplies: books, files, and other materials. Job duties are also performed outdoors with a considerable amount of physical activity, including running, walking, jumping, standing, kneeling, bending, crouching, laying down, getting up, reaching, pushing, pulling, stooping, and climbing. While performing the duties, the incumbent is required to talk, hear, and use hands to finger, handle, feel, or operate objects, tools, equipment, or controls and must have the ability to transport himself or herself to and from various locations throughout the county and within the Cass County Sheriff's Office and the Cass County Courthouse. Hand-eye coordination is necessary to operate computers and various equipment and vehicles.

Work duties require the ability to lift, carry and/or drag up to one hundred and eighty (180) lbs., open and close doors, walk or run up and down stairs, clear forty-eight (48) inch barriers, and/or trenches, deliver strikes to a designated target area utilizing a department authorized baton, and safely controlling and operating a specified department issued duty weapon. Vision correctable to 20/30 in both eyes; normal depth perception, no permanent visual or ocular abnormality, and no evidence of an irreversible disease. Any indication of organic,

active or irreversible disease involving hearing must be correctable and hearing must be with aid or normal hearing within frequencies of normal range. Successful completion of a physical exam by a physician designated by the sheriff, to fulfill the responsibilities of a law enforcement officer.

The incumbent is required to work in all climatic conditions, from extreme heat to extreme cold, including all forms of precipitation. The incumbent occasionally works near moving mechanical parts in precarious places, may be exposed to hazardous material, and is occasionally exposed to bodily fluids, fumes, airborne particles, toxic chemicals, and vibrations. Specific vision abilities, correctable to within normal ranges, required by this position, including adequate close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Communication abilities include the ability to talk and hear within normal ranges. Work hours may be required after daylight hours. The noise level may be moderate to intense, depending on the activity performed.

The job description outlined above is a general overview of the responsibilities and qualifications required for the position of deputy sheriff. The specific duties and requirements may be subject to change based on the needs of the Cass County Sheriff's Office.

Employee Acknowledgment

I acknowledge that I have received, read, and understand the duties and expectations for the job listed above. I agree to perform the duties outlined and to comply with all standards established in the performance of this job.

Employee Signature: _____

Date: _____

Sheriff Signature: _____

Date: _____