

**Green County  
Job Description**

**Job Title:** PATROL DEPUTY  
**Department:** SHERIFF'S OFFICE  
**Reports To:** SERGEANT/LIEUTENANT/CHIEF DEPUTY  
**Status:** Full-time/Law Enforcement Payroll Group 3  
**FLSA Status:** Nonexempt/Union Position  
**Prepared By:** Green County Clerk's Office/Sheriff's Office  
**Prepared Date:** May, 2001  
**Approved By:** Personnel and Labor Relations Committee  
**Approved Date:** May 23, 2001  
**Sent to Union:** May 24, 2001

**SUMMARY**

Sheriff's Deputies are visible representatives of the County of Green and the Green County Sheriff's Office, providing protection to the citizens we serve. Sheriff's Deputies perform various functions including patrol, traffic law enforcement, supervision of inmates, criminal investigation, court bailiff, and serving warrants and civil papers.

***ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:***

Has the general authority to enforce state statutes and ordinances of the County. May also enforce town or other municipal ordinances established under law.

Sheriff's Deputies have authority and powers granted under law to enforce the following: Alcohol violations; unlawful assemblies; issue citations; answer citizen complaints; emergency detentions and detox; domestic abuse; fish and game enforcement; jail rule violations; authority to take juveniles into custody; assist in mutual aid; investigate child abuse, domestic abuse, and harassment; to search when authorized; to seize property; to stop and question; enforce traffic laws, and other federal, state and county violations.

And such duties and responsibilities as assigned from time to time.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

***QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.***

**EDUCATION and/or EXPERIENCE**

At least 21 years of age, U.S. citizen, high school diploma, no felony or domestic abuse related crime convictions, a minimum of 60 college credits and certified or certifiable by having completed a Wisconsin Law Enforcement Standards Board academy or hired as a law enforcement officer prior to February 1, 1993.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts. Ability to apply concepts such as fractions, percentages, ratio, and proportions to practical situations..

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Mandatory requirements include: U.S. citizen; possess and maintain a valid Wisconsin driver's license; high school diploma, a minimum of 60 college credits and certified or certifiable by having completed a Wisconsin Law Standards Board academy or hired as a law enforcement officer prior to February 1, 1993.

***PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.***

Be in good physical condition and have the ability to physically perform all use of force techniques. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to reach with his hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and distance vision.

***WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.***

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, outside weather conditions, extreme cold, extreme heat, and explosives. The noise level in the work environment is usually moderate.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Green County retains and serves any or all rights to change, modify, amend, add to or delete from any section of this document, as it deems in its judgment, to be proper.

This job description is not a contract for employment.

Green County is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date