



Brazos County Job Description

Last Updated: October 2022

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Class Number:	B1415	Title:	Deputy
Pay Group:	22	Department:	Sheriff's Administration
FLSA Status:	Non-Exempt	Reports To:	Sergeant
Approved Date:		EEOC Category:	Protective Service Workers

General Summary:

Protects county residents and property; enforces laws; and performs patrol and emergency response functions.

Essential Duties:

- Patrols the county with emphasis on crime prevention, traffic safety, assisting the public (stranded motorists, directions), answering complaints, safeguarding property, and enforcing laws and ordinances;
- Arrests and books violators and completes paperwork and necessary reports associated with arrests and offenses;
- Responds to emergency calls and routine complaints;
- Investigates traffic accidents, civil disturbances, and crimes against persons and property;
- Investigates criminal activity, including gathering and photographing evidence, taking fingerprints, questioning witnesses and suspects, taking statements, and preparing reports;
- Assists federal, state, and local law enforcement officials with investigations and emergencies and assists or rescues individuals in need of aid;
- Conducts searches of buildings, vehicles, outdoor areas, persons, and other objects to detect potential weapons, contraband, evidence, hazards, stolen property, or to find lost persons or objects for the purpose of seizing, investigating, and/or rescuing;
- Executes misdemeanor and felony arrest warrants and serves subpoenas and civil papers, including locating offenders;
- Controls the scene of a traffic accident, takes reports, and directs traffic;
- Oversees periodic vehicle maintenance and calculates monthly vehicle fuel logs;
- Prepares for and testifies in court as required;
- Performs animal control and removes/relocates livestock from roads;
- Transports mental patients and guards prisoners at hospitals;
- Transports prisoners to and from court, hospitals, or correctional facilities as required, and guards prisoners when at trial;
- Guards election boxes at voting polls;
- Assists with dispatching and with other divisions, sections, or personnel as needed or directed;
- Promotes good public relations by informing citizens of police activities and crime prevention;
- May perform special assignments when required; and
- May perform extradition of criminals to/from other counties and states.

Other Duties as assigned.

Supervision

Received:	Sergeant and Lieutenant
Given:	This is a non-supervisory position.

Education

Required:	Basic certification from the Texas Commission on Law Enforcement (TCOLE); and valid Texas motor vehicle operator's license.
Preferred:	

Experience

Required:	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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Preferred:	

Certificates, Licenses, Registrations

Required:	Basic certification by the Texas Commission on Law Enforcement (TCOLE).
Preferred:	

<i>Physical Demands</i>	
Typical:	<p>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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records, and occasionally must lift and/or move objects weighing 100 pounds or more. The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.</p>
<i>Knowledge, Skills, & Abilities</i>	
Typical:	<p>Criminal and civil law; investigation and crime prevention methods; and identification records processes and procedures. Safely operate vehicles, firearms, and specialized equipment; physically restrain individuals; read and write reports, letters, and memos; operate a computer and/or typewriter; apply criminal investigative techniques; establish and maintain effective working relationships with other law enforcement agencies, the District and County Attorneys' offices, other departmental employees, and the general public; demonstrate proficiency in both oral and written communication; maintain accurate records; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.</p>
<i>Work Environment</i>	
Typical:	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential duties of this job, the employee is constantly exposed to emergency situations, in which there is the possibility of danger or physical abuse; the employee must constantly work under time pressures to meet deadlines, perform multiple tasks simultaneously, and work closely with others a part of a team. The noise level in the work environment is usually moderate, but may be noisy and distracting.</p>