

**ANDROSCOGGIN COUNTY GOVERNMENT
PUBLIC SAFETY DIVISION
JOB DESCRIPTION**

TITLE: Patrol Deputy Sheriff

QUALIFICATIONS:

Preference will be given to those applicants who have completed the Maine Criminal Justice Academy's Basic Law Enforcement Training Program or who can obtain a waiver.

In addition the successful candidate must:

- Have passed the Maine Criminal Justice Academy's (MCJA) ALERT test.
- Successfully passed the MCJA physical agility pre-entrance test.
- Be a minimum age of 21 years old (or 20 years old with at least 60 college credit hours);
- High School diploma or equivalent;
- Possess a valid Maine driver's license;
- Pass a thorough background check, polygraph exam, and psychological test;
- Be in good physical condition/health;
- Minimum of Phase I and Phase II of the MCJA pre-service training program, or be eligible to receive a waiver from MCJA preferred.
- Such alternatives to the above qualifications, restrictions, and requirements as the County Administrator and the Sheriff may, in their discretion, consider equivalent, appropriate, and acceptable.

REPORTS TO: Patrol Sergeant, Assistant Public Safety Director, and Chief Deputy

SUPERVISES: Reserve Deputies

MAJOR JOB RESPONSIBILITIES:

1. Must be knowledgeable of and abide by Androscoggin County's Standard of Conduct, Code of Ethics, and Policy and Procedures.
2. Deputies are required to attend all mandatory ASO/MCJA training classes and to maintain their Law Enforcement Certification.
3. Demonstrate the proper demeanor and techniques to communicate in an effective manner with all staff, offenders, and community members.
4. Deputies are required to properly utilize all equipment within their control and to ensure it is in presentable and in a good working order.
5. Patrol an assigned area for general purposes of crime prevention and law enforcement and to respond punctually to all assignments.
6. Assist citizens requesting assistance or information and courteously explain when jurisdiction does not lie with the Androscoggin County Sheriff's Office and make appropriate referrals.

7. Be accountable for the securing, receipt and proper transportation of all evidence and property coming into custody.
8. Preserve the peace at public gatherings, neighborhood disputes and family quarrels.
9. Serve or deliver warrants, summonses, subpoenas and other official papers promptly and accurately.
10. Confer with court prosecutors and testify in court or other hearings.
11. Performs other duties and tasks as assigned by proper higher authority.