

Macomb County, MI
Job Description

Classification Title	Deputy Sheriff Recruit
Department	Sheriff's Office
Union Representation	Non-union
FLSA Status	Non-exempt Overtime pursuant to Human Resources and Labor Relations Policy
Pay Grade	Defined Hourly Flat Rate
Employment Relationship	Temporary

GENERAL SUMMARY

The temporary Deputy Sheriff Recruit position is a training position intended to provide incumbents with exposure to the full spectrum of Sheriff operations and procedures, as preparation for a career in law enforcement. Deputy Sheriff Recruits will be sponsored by the Sheriff's Office to attend the police academy and, upon successful completion of the academy and meeting all State licensing requirements, will be eligible for a full-time Deputy Sheriff position with the Macomb County Sheriff's Office.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Attend and successfully complete the police academy.

Review and understand the Macomb County Sheriff's Office General Orders and other policies and procedures.

Develop and maintain positive relationships with the public.

Operate an automobile to perform assigned job functions.

Perform related duties as assigned.

Macomb County, MI

Job Description

QUALIFICATIONS

Required Education and Experience

- High school diploma or a certificate of successful completion of the General Educational Development (GED) test
- Successful completion of the Michigan Commission on Law Enforcement Standards (MCOLES) physical fitness test and written exam
- Must meet MCOLES/Police Academy entry standards
- Must be at least eighteen (18) years of age
- United States citizenship
- Applicants must meet all Civil Service requirements which include a physical examination, drug screen, psychological evaluation and background investigation prior to appointment
- At time of appointment, applicant must be on Sheriff's Civil Service Commission's eligibility list for Deputy Sheriff

Required Licenses or Certifications

- Possession of a valid Michigan driver's license and operable, insured automobile for authorized travel

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Sheriff's Office's policies and procedures
- Laws and ordinances of the jurisdiction
- Criminal justice procedures
- Police investigative techniques
- Firearms and other law enforcement equipment
- First aid and CPR

Skill in:

- Operating and maintaining law enforcement equipment
- Communicating effectively with the public and other law enforcement professionals
- Using computers and other technology
- Defusing dangerous situations
- Making quick decisions under pressure

Macomb County, MI Job Description

Ability to:

- Work independently and as part of a team
- Follow instructions and complete tasks efficiently
- Think critically and solve problems
- Exercise good judgment and discretion
- Deal with stressful situations calmly and professionally
- Work in an environment which embraces the county's Dignity Campaign
- Effectively speak, write and understand the English language
- Effectively speak, write and understand a language other than English is preferred
- Understand and carry out oral and/or written instructions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries

Macomb County, MI
Job Description

WORK ENVIRONMENT/CONDITIONS

- *The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job.*

N/S=Never/Seldom O=Occasionally F/C= Frequently/Continuously

Work Environment	N/S	O	F/C
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site	X		
Confined space		X	
Exposures	N/S	O	F/C
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (above 100 degrees)		X	
Communicable diseases		X	
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances or waste		X	
Loud noises (<i>85+ decibels</i>)		X	
Blood Borne Pathogens		X	

Macomb County, MI Job Description

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.

N/S=Never/Seldom O=Occasionally F/C= Frequently/Continuously

Demand	Frequency			Description
	N/S	O	F/C	
Physical				
Balancing		X		On even or uneven surfaces/ground
Bending		X		Tasks involve forward or backward bending at the waist
Climbing/Working at Heights		X		Tasks involve climbing up or down stairs, ladders, scaffolding and platforms
Crawling		X		Inspecting in confined spaces. Moving about on hands and knees
Digging		X		Tasks involve manual digging
Driving		X		Tasks involve operating any motor powered vehicle on sealed and unsealed roads
Grasping		X		Tasks involve gripping, holding, clasping with fingers or hands
Kneeling		X		Tasks involve flexing/bending at the knees and ankles to work at low levels
Manual Dexterity		X		Tasks involve fine finger movements i.e., keyboard operating, writing
Lift/Carry		X		Tasks involve raising/lowering or moving objects from one level/position to another (covered by the items below)
Up to 10 pounds		X		
11-24 pounds		X		
25-34 pounds		X		
35-50 pounds		X		
51-74 pounds	X			
75-99 pounds	X			
Over 100 pounds	X			
Push / Pull		X		Tasks involve pushing/pulling objects away from or towards the body
Reaching		X		Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended
Sitting			X	Tasks involve remaining in a seated position during the task performance
Standing			X	Tasks involve standing in an upright position without movement
Walking			X	Walking considerable distances in the facility on multiple surfaces
Running			X	Running considerable distances in the facility on multiple surfaces

Macomb County, MI
Job Description

GENERAL REQUIREMENTS AND DISCLAIMERS

Complies with P.A. 390, as amended, known as the State's Emergency Management Act and the County's Emergency Management resolution as well as all related plans, policies and procedures covered by those statutes.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment amongst other possible accommodations.

This is a temporary position with a maximum duration of 6 months. If the incumbent does not successfully complete the police academy, is not certified, or is unable to perform the duties of the position for any reason within 6 months, the incumbent will be terminated.

AUTHORIZATION:

Karlyn Senlaw
Human Resources and Labor Relations Approval

9-28-23
Date

Date created:	9/28/2023
Dates revised:	