



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: ENFORCEMENT DEPUTY**  
**DATE: JANUARY 1, 2024**

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| <b>EXEMPT (Y/N):</b> | No                   | <b>CLASSIFICATION:</b> | CSC   |
| <b>DEPARTMENT:</b>   | Sheriff's Office     | <b>JOB CODE:</b>       | P0015 |
| <b>SUPERVISOR:</b>   | Enforcement Sergeant | <b>SALARY RANGE:</b>   | 103   |
| <b>UNION (Y/N):</b>  | Yes                  | <b>LOCAL:</b>          | CCDSA |

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**GENERAL STATEMENT OF DUTIES:** Conduct law enforcement and crime prevention and investigation activities relating to criminal law enforcement in the county.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Patrol roads, highways, business, and residential areas. Enforce traffic and criminal laws. Patrol rivers in patrol boat enforcing water safety laws and regulations when assigned to boat patrol. Check property security. Investigate road and safety hazards. Operate related police equipment including patrol vehicles, electronic equipment, and firearms.

Conduct investigations of reported criminal activity. Respond to citizen complaints. Gather and process crime scene evidence and take latent fingerprints for use in court. Interview and take statements from victims, witnesses, and offenders.

Investigate deaths occurring under violent, questionable, or unexplained circumstances. Prepare detailed reports relating to deceased persons. Do other work, as required, to serve as a Deputy Medical Examiner.

Investigate traffic accidents including determining circumstances, gathering evidence, and taking statements. Perform first aid when necessary. Make arrangements for emergency medical personnel, ambulances, and tow trucks.

Conduct investigations of reported civil disturbances and other calls for assistance such as family disturbances, public disturbances, animal control, and lost persons.

Make arrests and book prisoners. Transport prisoners and patients under custody to institutions, courts, and on extradition.

Respond to behavioral health complaints. Secure the scene and conduct an initial assessment on the patient. When needed, coordinate mental health care to include the response of the Columbia County Mobile Crisis Team. Place a protective hold on patient when they are in immediate danger of serious bodily injury to themselves and/or others and transport them to an emergency room. Transport patient to the emergency room when Columbia County Mental Health writes a director's hold.

Serve subpoenas, warrants of arrest, and other civil instruments.

Maintain records and prepare reports necessary for efficient investigations, crime prevention, prosecution, and office procedures. Appear in court as a witness.

Follow all safety rules and procedures established for work areas. Comply with all relevant Columbia County Sheriff's Office and county policies and procedures. Follow Columbia County Sheriff's Office chain-of-command.



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Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a responsibility assigned to this position. This position may nominally supervise or assist other employees in training or act as shift/scene supervisor when necessary.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the Enforcement Lieutenant and/or Enforcement Sergeant who provides policy, procedure, and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a high school diploma. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Equivalent to a two-year degree in law enforcement preferred. Preference for those with prior law enforcement training. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of, or the ability to obtain within one year of employment, Police Certification from the Department of Police Standards and Training (DPSST). Possession of, or ability to obtain within six months of appointment, LEDS certification. Possession of, or ability to obtain within three months of employment, a current first aid/CPR card. Must possess a valid driver's license and be insurable under the county's liability policy.

**KNOWLEDGE, SKILL, AND ABILITY:** Working knowledge of state and county criminal, traffic, civil, juvenile, fish and game, and marine laws; police methods and procedures; laws governing arrest, search and seizure, and the criminal justice system including courtroom testimony; and of police investigative procedures and techniques.

Skill in general business software and Microsoft Office products. Skill to properly utilize equipment and techniques including firearms and restraining devices; and to conduct investigations, collect, evaluate, and analyze facts and draw correct conclusions.

Ability to:

- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.



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- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Efficiently and effectively operate equipment used in the performance of assigned duties, including under adverse conditions.
- Act effectively in emergency situations.
- Effectively control suspects in all situations, including physically restraining unruly suspects.
- Prepare and complete accurate reports.
- Work with Canine Officers and their handlers.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background, psychological, medical and drug screen. Must be at least 21 years of age. Successfully pass a handgun qualification course two-four times per year or as dictated by the Sheriff.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical demands for the position involve the movement of files, books, evidence, equipment, etc., frequently exceeding 20 pounds. Often demands restraining, dragging and/or carrying suspects weighing between 100 to 250 pounds. Most work assignments require long periods of sitting, standing, walking, climbing stairs, and physically restraining angry and hostile adults. Requires fast physical reaction appropriate to the circumstances under stressful conditions.

**WORK ENVIRONMENT:** 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 essential functions.

Requires work in a 24-hour per day, 7 day a week shift rotation. Must be able to work with rotating shift schedules and workstations. This includes working day, swing, and night shifts, weekends, holidays, and overtime as required. Daily contact with suspects and victims and interaction to diffuse aggression. May receive physical injuries when confronting suspects and/or victims and may possibly be exposed to hazards and risks which accompany exposure to suspects and/or victims. Tasks are performed in a variety of settings, including office and outdoor environments (with exposure to various types of weather conditions and terrain), and potentially a great deal of time spent operating or sitting in a vehicle. The environment can be highly stressful and hazardous.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.***

***Columbia County has the right to revise this job description at any time.***



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***This description does not represent in any way a contract of employment.***