



## **LEMHI COUNTY, IDAHO**

**Class Title:** PATROL DEPUTY or LATERAL ENTRY  
PATROL DEPUTY for the  
Lemhi County Sheriff's Office

**Pay Grade:** Grades (5) - (7)  
\$18.00\*to Approx. \$22.50\*\* hourly  
\*(If Non-POST Certified, pay rate from  
\$18.00 to Approx. \$20.00 once POST  
Certification attained).  
\*\*(Lateral TBD Based on Current Idaho  
POST Academy Certification(s)/Years as  
Certified LE as Applicable)

**Lemhi County is an Equal Opportunity Employer**

**\*\*\*\*OPEN UNTIL CLOSED\*\*\*\***

**CURRENTLY ONE IMMEDIATE OPENING**

### **Job Description/Need:**

The Lemhi County Sheriff's Office is in **immediate need of an Entry Patrol Deputy or Lateral Entry Patrol Deputy** (which at the minimum has been awarded and currently holds an Idaho POST Academy Basic Patrol Certification Certificate or can attain one via the Idaho Post Academy Challenge Process with Out-of-State certifications).

Note: Geographically Salmon, Idaho is approximately 2.5 hours from either Missoula, MT or Idaho Falls, Idaho and 5.5 hours from Boise, Idaho and Salt Lake, Utah -

Much of Lemhi County is public land, so Real Estate prices and availability at times may be a challenge; but well worth it if you love the outdoors!

### **Purpose Of Class/Primary Function**

The primary function of an employee in this class is to enforce state and local laws and ordinances, respond to calls for the protection of life and property, conduct criminal and non-criminal investigations, and make arrests and to perform other assigned law enforcement and public safety duties. Duties normally consist of patrol and traffic activities in the County on an assigned shift. An individual in the Deputy classification may be assigned to specific areas of responsibility such as patrol, marine patrol, canine officer, field investigation, narcotics investigator, civil process service, or other assignment. Work is performed under the direction of a Mid-Level Supervisor or the Chief Deputy/Sheriff. Considerable latitude is granted to the employee; but work is subject to regular performance audits and annual evaluations. The principal duties of this class are performed in both an office environment and an outdoor environment that may include exposure to adverse weather conditions and to potential personal danger.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Patrols assigned areas of the County;
- Enforces state and local laws and ordinances;
- Maintains community presence and/or responds to calls for service and takes appropriate action;
- Responds to calls related to the protection of life and property, traffic incidents, domestic incidents,

burglaries, juvenile disturbances, civil disturbances, health and welfare assists, civil standby, business and residential alarms, thefts, traffic accidents, animal problems, civil protection order/no contact order violations and services, medical and fire calls, bomb threats, hazardous material spills, and other public and life safety incidents;

- Determines the existence of probable cause and identifies and takes suspects and offenders into physical custody, or refers charges for review and prosecution;
- Prepares reports of arrests made, activities performed, and unusual incidents observed in a timely manner;
- Conducts both preliminary and follow-up investigations and collects evidence in disturbances, criminal incidents, hazardous incidents, vehicle accidents, and deaths;
- Verbally interacts with witnesses and victims, suspects, and offenders to obtain information;
- Conducts examinations of persons, vehicles, premises, or areas to determine the presence of individuals or illegal activities or articles;
- Takes suspect or offender into custody and delivers them to appropriate confinement location, maintaining security and safety of individuals being moved from one location to another;
- Performs self-initiated patrol consisting of traffic stops, patrolling high crime areas of the County, warrant arrests, DUI patrol, and other relevant law enforcement activities;
- Performs patrol, crowd control, traffic control, public information, and related duties during community events, celebrations, and activities;
- Participates in and/or leads search and rescue efforts;
- Presents testimony and evidence in court and other legal proceedings;
- Performs various tasks associated with the service of civil processes, serves as an agent of the court in satisfying criminal warrants and writs of execution, writs, subpoenas, order, tax and sheriff sales, abandoned vehicles, restitution or attachment;
- Performs various tasks associated with warrants processes, locates persons named in criminal warrants and executes the warrants, provides courtroom testimony as required;
- Transports prisoners and mental subjects/patients to and from courts, prison, jail and mental medical facilities;
- Attends training sessions to maintain certification;
- Maintains, cleans, and cares for County-issued equipment and vehicles.
- The above are not all inclusive for the current position.

#### **Other Duties and Responsibilities**

- On call to respond to emergency situations;
- Patrols BLM recreation sites and US Forest Service roads as needed;
- Performs other related duties as required.

#### **Expectations for All Employees**

- Works well under pressure and maintains a calm and professional demeanor under stressful and adversarial conditions;
- Recognizes and analyzes a problem, identifies causes, creates possible solutions and constructs a logical path for resolution and implementation;
- Consistently demonstrates a positive and cooperative attitude when working with fellow employees to accomplish duties required of the department and the County;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Performs time management and scheduling functions, meet deadlines, and set project priorities;

- Performs exceptional customer service, answering correspondence and responding to telephone calls and e-mails in a courteous and timely manner; prepares and generates reports as needed;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Works cooperatively with all County departments and fills in or cross-trains with other positions as necessary;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

## **Competency Requirements**

### **Knowledge of:**

- Local, state, and federal laws as applicable to community law enforcement;
- Methods, objectives, and procedures of law enforcement practices and court proceedings;
- Officer safety skills including defensive tactics, handcuffing, and firearm operations;
- Standard First Aid administration;
- Personal computers and job-related software;
- Police equipment, including vehicles, speed radar units, communications units, body armor, handcuffs, firearms, batons, and other related equipment.

### **Ability to:**

- Understand and apply law enforcement techniques, processes and standard operating procedures;
- Work independently as well as in teams;
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Establish and maintain effective relations with fellow employees, with citizens with varied racial, religious, ethnic or economic backgrounds, and with other law enforcement agencies;
- Demonstrate proficiency in the use and care of firearms;
- Demonstrate proficiency in the exercise of defensive tactics;
- Operate a motor vehicle;
- Operate radio, audio and video equipment, and related specialized enforcement equipment;
- Prepare accurate and grammatically correct written reports;
- Uphold the Law Enforcement Code of Ethics at all times;
- Learn new aspects of police work depending on specialty assignment areas.
- Communicate information and ideas in speaking and writing so others will understand.
- Listen to and understand information and ideas presented through spoken words and sentences.
- Understand and follow oral and/or written policies, procedures and instructions.
- Read, interpret and apply laws, resolutions, ordinances, codes, and contracts.
- Develop and maintain working relationships with federal, state and local public and private representatives and organizations and other County employees;
- Exhibit courtesy, tact, and diplomacy with co-workers, elected and appointed officials, and the general public;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;

- Perform time management and scheduling functions, meet deadlines and set priorities;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Demonstrate patience, integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency required; and
- One year of law enforcement experience preferred; and
- Possess or able to obtain within one year of hire date a Idaho POST Basic Certification is required at minimum; and
- Valid Idaho State Driver's License; and
- Additional certifications for specialized assignments may be required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively in person, interrogate and interview people, discern noises that may require investigation, and perform telephone and radio communication;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, perform surveillance, sight and shoot a firearm, gather evidence at crime scenes, and coordinate and conduct detailed investigations;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to use a firearm safely and effectively, direct traffic, write reports, utilize equipment required for the performance of duties, and operate a vehicle;
- Sufficient personal mobility, flexibility, stamina, strength, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to direct traffic, bend or stoop repeatedly, maneuver through and over rough, uneven, slippery or rocky terrain, perform search activities for extended periods of time, physically apprehend and restrain an individual, and perform all duties required in a law enforcement environment.
- Idaho POST recommended physical and medical standards will be used as a basis for evaluation of above.

\*Above Descriptions are not all inclusive.

### **Point of Contact information:**

- Sheriff Steve Penner or Chief Deputy Jim Spain @ 208-756-8980 (Office).
- Applications may be found @ this link:
  - <http://lemhicountyidaho.org>
    - Go to the Lemhi County Sheriff's Office portion and you should find the Application Link @ the bottom –
    - You may also stop by the Drivers License Administrative Office of the Sheriff's Office and pick up a hard copy.
- Applications together with Resumes should to be submitted to this email:
  - [jspain@lemhicountyidaho.org](mailto:jspain@lemhicountyidaho.org)
    - You may also stop by the Drivers License Administrative Office of the Sheriff's Office and drop it off, @ 206 Courthouse Dr., Salmon, Idaho.