



SENIOR DEPUTY FIRST CLASS: SERVICES/ENFORCEMENT

Job Code:	12
Exempt:	No
Department:	Sheriff's Office
Reports to:	Sergeant
Classification Type:	Safety Sensitive
Primary Worksite Location:	Sheriff's Office

Safety Sensitive Designation Requirements:

This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible.

- Regular and Reliable attendance required

General Description of Position:

Senior Deputy First Class, operating under the supervision and direction of the Sergeant, plays a vital role in protecting and serving the County by enforcing both traffic and criminal laws, as well as providing assistance when needed. The individual must fulfill the minimum requirements established by state law for certification and successfully complete the law enforcement training academy if necessary. This role requires the incumbent to apply their experience and training in law enforcement while also engaging in community outreach presentations. The Deputy First Class is expected to demonstrate a high level of initiative, effort, and commitment to efficiently completing assignments while operating with minimal supervision. If applicable to their duty assignment, the Deputy First Class must comply with all standards set forth by the Commission



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on Law Enforcement Standards and Training. The position also requires specific experience tailored to the respective assignments.

Essential Duties and Responsibilities:

- **Law Enforcement Operations:** Patrol assigned areas of the county, investigate motor vehicle accidents, and assist other agencies with traffic violations and criminal investigations. Respond to various complaints, including family disturbances, property disputes, and missing persons cases. Handle criminal incidents such as burglary, robbery, and homicide, performing arrests and conducting appropriate follow-up procedures.
- **Administrative and Supervisory Duties:** Complete and file detailed reports, conduct interviews with suspects and witnesses, and testify in court as needed. Lead special assignments and manage the execution of civil papers and warrants. Maintain oversight of maintenance schedules for patrol units and equipment, and ensure all officers adhere to safety standards.
- **Detainee Management:** Respond to incidents within the detention facility and investigate, such as detainee assaults or suicide attempts.
- **Community Engagement and Public Relations:** Conduct public presentations, respond to media inquiries, and engage in community policing efforts, such as providing child identification cards at events. Ensure all public interactions uphold the department's commitment to fairness and respect.
- **Facility Security and Court Operations:** Provide security for courtrooms, judges, and jurors. Manage access to secure areas, operate metal detectors, and screen visitors. Oversee the secure transport of detainees to court, maintain controlled access points, and ensure courtroom safety.
- **Training and Professional Development:** Participate in advanced law enforcement training focused on essential patrol duties, including self-defense, physical restraint techniques, and non-lethal control tactics. Maintain up-to-date knowledge of state and federal laws, departmental policies, and best practices to ensure compliance and effective policing. Engage in scenario-based training to address real-world challenges such as conflict resolution and community engagement. Seek specialized training in de-escalation and cultural competency to enhance interactions with diverse community members. Pursue workshops and online courses to stay informed about emerging trends and technologies in law enforcement, demonstrating a commitment to high-quality service and public safety.
- **Policy and Procedure Compliance:** Assist in the development of policies, budget preparation, and facility inspections. Ensure compliance with county, state, and federal regulations, including the Freedom of Information Act and law enforcement standards.
- **Equipment and Maintenance Oversight:** Monitor the condition and functionality equipment, vehicles, and other operational assets, arranging repairs as needed. Maintain accountability for departmental property and equipment, ensuring appropriate use and care.
- **Judgment and Decision-Making:** Exercise sound judgment in complex situations, ensuring the effective application of legal standards and departmental protocols.



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- Supervise and support deputies in their daily responsibilities, providing guidance and direction as necessary.
- **Other Duties:** Perform additional tasks as assigned by supervisors.

Qualifications:

To perform this role successfully, an individual must demonstrate the ability to satisfactorily execute each essential duty outlined above. The following requirements represent the knowledge, skills, and abilities necessary for this position:

Education and Experience:

Candidates must possess a minimum of a high school diploma or GED. Specialized training equivalent to two years of college (including night, trade extension, or correspondence courses) is preferred.

Required Qualifications: Ability to successfully complete Basic Police Training Course (ALETA) or an equivalent program as determined by Arkansas Standards.

- A minimum of two years of relevant law enforcement experience and/or training.
- Familiarity with traffic laws, criminal procedures, and community policing principles.

Preferred Qualifications: At least one year of experience as a Patrol Deputy or in a related law enforcement role.

- Completion of advanced law enforcement training programs related to patrol operations.
- Knowledge of first aid, CPR certification, and emergency response protocols.

Candidates should demonstrate strong oral and written communication skills, the ability to work effectively under pressure, and sound judgment and observational skills. They must be capable of establishing positive relationships within the community and responding quickly to emergency situations while maintaining professionalism.

Skills and Abilities:

- Proficient in law enforcement practices including but not limited to, patrol, investigation, court services and detainee management.
- Strong communication skills for engaging with the public, writing detailed reports, and interacting with other agencies.
- Critical thinking and problem-solving skills with the ability to respond to emergencies and complex situations effectively.
- Knowledge of criminal and civil law, court procedures, and law enforcement technology, including AFIS, ACIC, and NCIC systems.
- Supervisory skills to manage personnel, enforce policies, and guide team performance.
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Certifications and Licenses:

Possess and maintain a valid driver's license.

Certified law enforcement officer meeting Arkansas Commission on Law Enforcement

Washington County Courthouse, 280 North College Avenue, Fayetteville, Arkansas 72701 ■ phone: (479) 444 – 1700 ■ fax: (479) 444 – 1731

■ Website: <https://www.washingtoncountyar.gov/>



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Standards and Training (CLEST) requirements, including jail certification if applicable.

Completion of specialized law enforcement training, including defensive tactics, firearms proficiency, and less-lethal control methods (e.g., Taser, baton, OC spray).

Preferred certifications include Standardized Field Sobriety Testing (SFST) and CPR/First Aid. Completion of a Field Training Officer (FTO) program, demonstrating proficiency in essential patrol duties and law enforcement procedures.

Ongoing participation in in-service training, including legal updates, de-escalation techniques, and other relevant law enforcement skills.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

The Senior Deputy First Class position demands a high level of physical fitness and stamina. The incumbent must be able to react swiftly and effectively to emergency situations, which may involve running, climbing, crawling, or using physical force to control or detain suspects. They are required to operate a variety of law enforcement equipment, including firearms, Tasers, batons, and handcuffs, while maintaining composure and precision under pressure. Maintaining physical agility and strength is crucial for subduing resisting individuals and safely managing suspects during arrests. The Senior Deputy First Class will need to stand, walk, and drive for extended periods during patrol duties, traffic stops, and other field operations, as well as lift, carry, or drag individuals or objects weighing up to 100 pounds in emergency or rescue situations. The role includes performing repetitive motions, such as reaching, grasping, and handling equipment or objects, and enduring exposure to various physical demands, including pushing, pulling, or climbing over obstacles during pursuits or emergency responses.

The work environment for a Senior Deputy First Class involves dynamic and potentially hazardous situations. The incumbent will patrol diverse settings, including urban, rural, and high-traffic areas, under varying weather conditions such as heat, cold, rain, or snow. Officers must operate in high-stress environments, often involving confrontations with dangerous or armed individuals. They will be exposed to high noise levels, including sirens, gunfire, and traffic noise, and encounter hazardous materials, such as bloodborne pathogens, narcotics, or chemical agents, necessitating strict adherence to safety protocols. The position may also require working in environments with limited visibility, such as nighttime or low-light conditions, necessitating the use of flashlights or other lighting equipment. Senior Deputy First Class s must respond to and secure crime or accident scenes, which may expose them to disturbing situations involving severe injuries, fatalities, or emotionally charged scenarios. Additionally, the role entails working irregular hours, including nights, weekends, and holidays, as patrol shifts require continuous coverage of the jurisdiction.

Additional Information:

- Must pass a comprehensive background check, including a polygraph examination, credit history, physical, and mental evaluation.
- Position demands high ethical standards, integrity, and a commitment to public service, often in challenging and unpredictable environments.



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- Requires adaptability, resilience, and the ability to make decisions under pressure, maintaining professionalism and composure at all times.

This Senior Deputy First Class role is critical in maintaining the safety and security of the county, providing leadership, and ensuring effective law enforcement operations.

Disclaimer

This job description is intended to outline the general duties and qualifications for the position. It should not be construed as an exhaustive list of responsibilities or requirements. The County Sheriff's Office reserves the right to assign or reassign duties and responsibilities at any time.

Work involves an element of personal danger and high levels of physical, emotional and mental stress to deal with people in various situations.

SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____