

## Basic Essential Job Functions for Deputy Sheriff

Coordinates job-related events

Collects job relevant data/information

Maintains personal physical fitness

Maintains grooming and attire

Punctuality

Attendance

Types Letters/Reports and other documents

Informs appropriate personnel of events

Participates in meetings

Interacts with other department personnel

Orally communicates with other members of the department

Interacts with other agencies

Assists citizens

Speaks to groups

Receives/processes non-emergency telephone calls

Participates in neighborhood programs

Establishes positive police-community relations

Prepares reports

Communicate effectively in writing

Monitors radio

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Conducts surveillance

Answers media questions

Maintains safety of others

Contacts outside agencies for assistance

Interacts with children

Conducts interrogations

Testifies in court

Uses police radio

Handles hostile contacts

Operates motor vehicles

Conducts preliminary investigations

Patrols in vehicle and other modes of transportation

Performs parking control duties

Performs traffic enforcement duties

Makes arrests

Responds to radio runs/provides back-up

Conducts building searches

Pursues fleeing suspects

Performs crowd control duties

Responds to injured persons

Follows criminal law and procedures

Uses informants

Basic Essential Functions Continued- Page 3

Serves search and arrest warrants

Assumes custody of arrested persons

Operates firearms

Directs traffic

Analyzes investigation/case information

Gathers and collects evidence

Documents crime/accident scenes

Assesses accident scene

Receives and processes citizens' complaints

Prepares for duty

Observes for and attends to hazardous conditions

Administers field sobriety tests

Responds to critical incidents

Provides positive role model

Attends training sessions

Serves as field training officer

Maintains equipment and work area

Perform related duties as assigned

Acceptance to, attend, and successfully graduate the West Virginia State Police Academy