



**KOOTENAI COUNTY**  
invites applications for the position of:

## **Patrol Deputy**

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**DEPARTMENT:** Sheriff's Office

**SALARY:** \$20.29 - \$28.63 Hourly  
\$1,623.20 - \$2,290.40 Biweekly  
\$42,203.20 - \$59,550.40 Annually

**OPENING  
DATE:** 04/11/17

**CLOSING  
DATE:** 05/09/17 11:59 PM

**SUMMARY:**

**Are you looking for a career that allows you to serve your community,  
provides you with job security and benefits?**

**The Kootenai County Sheriff's Office might be just the place for you.  
We are now looking for qualified patrol deputy applicants.**



**Applicants must be able to attend testing on  
Tuesday, May 16 and Wednesday, May 17, 2017.**

**Prior to applying please review the Kootenai County Sheriff's Office Screening form  
for automatic and potential disqualifiers at the  
following website: <http://www.kcsheriff.com/documents/KCSOScreeningForm.pdf>**

**Failure to answer all questions thoroughly and honestly may  
eliminate your application from the hiring process.**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under general supervision this position provides law enforcement and crime prevention services to the citizens of Kootenai County, by patrolling assigned areas and responding to calls for service.

Performs general law enforcement duties to protect life, property, and way of life; enforces state county and local laws and ordinances; responds to calls regarding criminal and traffic offenses; investigates crime through interviews of suspects, collection and preservation of

evidence, and processing crime scenes.

Secures photographs, measures, and sketches crime and accident scenes; and supports investigative findings with court testimony.

Enforces traffic laws and rules; conducts basic traffic crash investigation and reconstruction.

Provides security for large public events and demonstrations; suppresses and controls civil unrest and riots, as required.

Detains and arrests offenders by use of appropriate force up to and including deadly force; intervenes in physical confrontations; evaluates and restrains emotionally disturbed and suicidal subjects; and assists medical personnel with combative patients.

Serves civil papers and court orders; provides general information to the public regarding criminal law and traffic rules; and files reports and charging documents.

Servicing and maintains patrol vehicle and duty equipment.

: Performs these duties and responsibilities during scheduled work hours, shift differential, weekends and holidays as stipulated by Policy #210.

Non-exempt staff may be required or requested to work overtime as stipulated by Policy #211

Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other County employees, Elected Officials and the public.

The person in this position is authorized access to such private information as a condition of employment to the extent necessary to perform their duties. As an employee of the county, employees are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. Employees must be very careful not to release this information to the public or to other individuals, including but not limited to county employees who have not been authorized or who do not have a legitimate organizational, departmental, or business need to know as described in Idaho Code Title 9 et seq. Any questions regarding release of such information to another person should be directed to their supervisor, elected official, or their designee.

## **QUALIFICATIONS:**

**KNOWLEDGE, SKILLS, AND ABILITIES - Qualifications:** Working knowledge of modern law enforcement methods and procedures, including patrol crime prevention, traffic control, and crime scene investigation; laws of apprehension, arrest and custody of juveniles and person's accused of felonies and misdemeanors; general geography and topography of Kootenai County. Must be able to successfully complete the Police Officers Standards and Training (P.O.S.T.) physical agility requirements.

Must possess the ability to understand and interpret laws and regulations relating to arrest, rules of evidence, apprehension, and the retention and treatment of prisoners and juveniles; understand and interpret the Code of Civil Procedures and Civil Process; observe incidents and situations accurately, remembering names, faces, numbers, circumstance and places; secure information from witnesses; demonstrate proficiency in the use and care of firearms.

Must be attentive, observant, emotionally secure, a good listener, and able to perform multiple tasks; work rotating shifts, work holidays and weekends; and be available to cover deployment demands as dictated by special job circumstances and staffing shortages.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED); Peace Officer Certificate in Law Enforcement from a professional/technical school (POST) must be obtained within one year of hire; and a minimum of 24 months related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess, or have the ability to obtain a valid driver's license, and be insurable; valid First Aid card and CPR certification.

Must be able to obtain and hold an Idaho P.O.S.T. Basic Certificate by successfully completing the Idaho P.O.S.T. Peace Officers Academy, Field Training Officer Program, and required in-house training and qualification sessions. Must also possess or receive the following certifications: Intoxilyzer 5000, Impact Weapon, OC Spray, RADAR Operator, Alco-Sensor KIKK and Gaze Nystagmus certificates.

Must be able to become ILETs certified in NCIC terminal operation and use the Spillman Summit system, and county email. Certification in using and carrying Department approved lethal and less lethal weapons are required. Must maintain P.O.S.T. certification standards and weapons certifications semi-annually.

## **SUPPLEMENTAL INFORMATION:**

**TECHNOLOGY EQUIPMENT AND TOOL SKILLS:** Competent ability to use personal computer systems and associated peripherals, Microsoft Windows XP or higher, Microsoft Office 2007 or higher, databases specific to the Sheriff's Office and/or the County; also, competent with the secure and legal use of the internet, electronic e-mail and basic communication devices including mobile phones and public safety radio equipment. Ability to use office phones, copy machines, printers, scanning devices, calculator and general office equipment.

Proficient firearms skills, with the ability to pass firearms handling and qualification tests with the Department issued handgun, shotgun, patrol rifle and other firearms appropriate to the employees assignment; OC Spray, Taser, PR24 or Asp Baton; and recording devices; car video camera, mobile deliberator equipment; field narcotics Identification kit; finger printing equipment; camera, TV/VCR; laptop computer; and UHF/VHF radios.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret documents, manuals, publications, and information. For example: general business periodicals, professional journals, technical procedures, operations manuals, policy and procedure manuals, or governmental regulations; to write original reports, business correspondence, and procedure manuals; to effectively present information and respond to questions in one-on-one situations and from groups of managers, clients, customers, and the general public. Excellent oral and written communication skills including the ability to verbally defuse and control violent individuals. Ability to read, write, hear, and speak in English.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts using fractions, decimals, and percentages. For example: such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; to apply concepts of basic algebra and geometry; to set-up intermediate level spreadsheet formulas.

**REASONING ABILITY:** Ability to solve practical problems requiring reasoning to deal with a variety of concrete variables in situations where only limited standardization exists; to interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges; to adapt or modify existing systems, procedures, or methods to new situations; to find alternative solutions by weighing alternatives and developing action plans; to prioritize work and research information to complete work independently; to multi-task duties. Interruptions are frequent.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must have the physical strength, stamina and ability to subdue and/or restrain violent subjects and defend themselves, employees and incarcerated individuals against assaults by individuals or multiple assailants and the ability to consummate arrests of criminal offenders, through application of physical force up to and including the use of deadly force.

While performing the duties of this job, the employee is regularly required to stand, walk; use hands and fingers to handle, or feel and reach with hands and arms; frequently required to stoop, kneel, crouch, or crawl; and is occasionally required to sit, climb or balance and taste or smell.

While wearing 40-50 pounds of gear, and ballistic vest employee must be able to subdue physically combative individuals, and separate other fighting individuals; remove fellow officer or citizen from hazardous situations; make forcible entry by breaking doors or windows; push stranded vehicles out of roadways.

The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move more than 100 pounds with or without assistance, and with or without the aid of devices and/or equipment designed to assist in the lifting effort.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The employee is regularly exposed to outside weather conditions, and exposed to fumes, airborne particles, or blood borne pathogens; germs, bacteria, and virus through contact with the public; has interaction with individuals who may be hostile or irate; must be able to deal with persons who may be potentially violent and high risk persons including criminal offenders, substance users and/or abusers (alcohol and illicit drugs); occasionally exposed to death and decomposing bodies; moving mechanical parts; toxic or caustic chemicals and outside weather conditions; and is high, precarious places; risk of electrical shock; explosives; risk of radiation and vibration.

Employees are exposed to death, decomposing bodies,

The noise level in the work environment is usually moderate.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.kcgov.us/departments/personnel/joblist.asp>

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451 N Government Way  
PO Box 9000  
Coeur d'Alene, ID 83816  
(208) 446-1640

Position #2017-00048  
PATROL DEPUTY  
MH

[kchr@kcgov.us](mailto:kchr@kcgov.us)

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### **Patrol Deputy Supplemental Questionnaire**

- \* 1. For this application we require a cover letter as well as resume. Please verify that you have attached a cover letter and resume prior to submitting this application.

☐ Yes   ☐ No

\* Required Question