



Matthew B. Treglia, Sheriff
Allen County Sheriff's Office
333 North Main Street • Lima, Ohio 45802 • 419-227-3535



Deputy Sheriff

Job description

Division: Uniform

Position: Deputy Sheriff

Probationary term: 1 year

Job description:

Under general supervision, a deputy sheriff with the Allen County Sheriff's Office will perform a variety of law enforcement functions as well as other related functions when required.

General Duties:

Sworn law enforcement officers of the Allen County Sheriff's Office are required to:

- Arrive to work at a specified time in full regulation uniform, unless otherwise instructed
- Be on duty in the prescribed uniform, and be mentally, emotionally and physically prepared to perform all required duties
- Remain on duty and fully conscious until the expiration of the shift, and/or relieved by a supervisor
- Maintain a clean and professional appearance while on duty;
- Provide general law enforcement services to those within the jurisdictional limits of the agency
- Preserve public peace
- Protect life
- Protect property
- Prevent crime
- Protect the constitutional rights of all persons encountered or arrested
- Formally advise all suspects in custody of their rights as assured by U.S. Constitution and upon request provide those rights accordingly
- Provide equal protection for all
- Use force sparingly and only when necessary to effect a lawful end
- Enforce the laws of the state and other applicable ordinances
- Protect persons and property that may come under your charge or custody
- Complete and turn in before the end of each tour of duty all reports and necessary paper work
- Maintain sensitivity and provide equality to all races, religions, sexes, and cultural groups

- Establish and maintain positive, effective working relationships with coworkers, supervisors, other agencies, and the public
- Attend and complete all required training and demonstrations of proficiency
- Establish and maintain liaison with local, county, state, federal agencies, and public officials
- Abide by all lawful policies and procedures, orders, and instructions issued by superiors of the Allen County Sheriff's Office.

Specific Duties

In addition to the General duties, sworn officers of the Allen County Sheriff's Office will perform specific duties. Deputies will:

- Upon assuming duties each shift, review general orders, posted orders, directives, and policies and procedures for recent changes
- Respond to dispatch orders without unnecessary delay
- Routinely patrol and inspect Allen County Sheriff's Office jurisdictional areas as frequently as possible
- Maintain proactive patrol for targeted problem areas
- Be familiar with locations of streets and buildings within the jurisdictional limits of Allen County Sheriff's Office, thereby enabling officers to render information and assistance to the public and decreasing response time
- Use discretion to stop, warn, arrest, and escort potential and would be violators
- Protect those in custody
- Conduct patrol activities in vehicle and on foot, being observant for traffic, misdemeanor, and felony offenders
- Intervene to prevent crimes from occurring, maintain the peace, and warn, cite, or arrest offenders

Deviations from the duties within this job description are subject to the prior written approval of the sheriff.

Essential Functions:

In order to fulfill the mission, goals, and objectives of the Allen County Sheriff's Office, all individuals applying for a deputy sheriff position must initially meet and maintain the following:

- Speak, write, and read reports and comprehend other documents
- Handle human relations problems
- Engage in physical activities
- Operate unit vehicles
- Enforce traffic laws and investigate traffic accidents
- Detain and arrest persons

- Use physical force to control persons
- Use deadly force only when absolutely necessary to protect your life or the lives of the public or fellow deputies
- Conduct search and seizure
- Protect crime scene and collect evidence and information
- Provide emergency assistance
- Present testimony

A current deputy sheriff who is no longer able to comply with the requirements of the Allen County Sheriff's Office will be referred to the Sheriff or Chief Deputy.

Chain of Command:

Deputies will work under the direct supervision of a lieutenant overseeing the shift, division, or team to which the deputy is assigned. Newly appointed deputies initially work under the supervision of a Field Training Officer (FTO) until the FTO approves the deputies to perform duties on his or her own without constant and direct supervision.

Position Requirements:

Individuals seeking employment with the Allen County Sheriff's Office as a sworn law enforcement officer must:

- Be a United States citizen
- Be a resident of Ohio, or become a resident within 90 days of employment
- Be at least 21 years of age
- Possess a valid driver license
- Never have been convicted of a felony or a misdemeanor involving moral turpitude
- Be free of misdemeanor convictions for the last 12 months
- Have no previous convictions or current pending charges of driving while intoxicated or driving under the influence of drugs or alcohol
- Be subject to a thorough background investigation and personal interviews by agency personnel
- If served in the armed forces of any country, demonstrate stability, reliability, and integrity by having an Honorable Discharge (Dishonorable or General Discharges are not acceptable)
- Demonstrate reading and comprehension skills in the English language to at least the 12th grade level through interviews and written demonstration of proficiency
- Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
- Be free from illegal drug use or legal drugs that impair mental or physical performance for the past 5 years as determined by interview, medical, or polygraph testing

- Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files
- Successfully undergo physical and psychological assessment by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the applicant from performing the essential tasks of this position, the applicant may not be eligible for employment as a law enforcement officer with the Allen County Sheriff's Office until such time as the issue or condition is resolved to the satisfaction of the original professional
- Meet academic and physical requirements for completion of the law enforcement officers course and certification, as required by the State of Ohio, or have successfully completed the required Ohio Peace Officer Training Academy.

Education and Experience Requirements:

- Have a high school diploma or equivalent (GED);
- Successfully complete the required Ohio Peace Officers Certification and Training
- Demonstrated proficiency with all weapons carried
- Within 12 months of initial hire, and each year thereafter, complete formal in-service training, to include personal protection and use of defensive weapons training, first aid, CPR and AED Certification. In lieu of these qualifications a combination of other training and experience may be considered.

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