



# SHERIFF DEPUTY - RESERVE

## CERTIFIED PEACE OFFICERS ONLY

Sheriff's Office, County Wide

**Reserve Deputies are unpaid volunteers, certified as full authority peace officers by the Arizona Peace Officers Standards, and Training Board (AZPOST). As such they have the authority to enforce all the laws of the State of Arizona while acting in the scope of their authority and in the performance of their duties.**

**MINIMUM REQUIREMENTS:** Must be 21 years of age; and a United States citizen; must possess a high school diploma or GED certification; must possess and maintain a valid Arizona driver's license. **Must possess valid Arizona Peace Officer's Standards and Training (AZ POST) certification as a law enforcement officer, and or have the ability to challenge the AZPOST certification test.**

### **SPECIAL REQUIREMENTS:**

Applicants who meet the minimum qualifications of this classification will be required to (or must have already) successfully complete a criminal background check, psychometric testing, physical agility test, reading comprehension and entry level written test, polygraph, and physical examination prior to being considered for employment. The physical agility test consists of running 1.5 miles in 14:54 minutes, completing 27 push-ups in one minute, and completing 29 sit-ups in one minute.

### **JOB DESCRIPTION SUMMARY:**

Under direct supervision of a sergeant performs assigned or directed law enforcement work of moderate difficulty in enforcing laws, maintaining order, protecting life and property, and investigating and assisting in the prevention of crime.

### **TYPICAL DUTIES:**

Reserve Deputies will perform the same duties and have the same performance expectations as regular full-time sworn deputies, performing their duties in accordance with department rules, regulations, policies and all applicable Arizona Revised Statutes. These duties include but are not limited to any or all of the following: uniformed patrol; traffic control; investigation of major crimes; technical and staff assignments; fugitives/warrants and transports; field officer training; identification and records; crime scene analysis or special programs such as community relations, and public information and awareness tasks.

### **REQUIREMENTS:**

Reserve Deputies are expected to provide a minimum of 16 hours of duty per month. If unable to meet the monthly requirement, totals must be equal to a minimum of 48 hours per quarter or 192 hours annually. Training, normal duty time, court appearances or any other time considered essential to the department can be included. A minimum of 24 hours per quarter or 48 hours per year of duty time must be spent performing law enforcement functions (i.e. patrol, traffic enforcement, civil process, investigations follow up.)

Coordinate available work times with the Reserve Coordinator.

Must meet 8 hours of AZPOST continued education, proficiency training and firearms qualifications.

Must meet all department firearms qualification requirements.

### **COMPENSATION:**

***Reserve Deputies do not receive a salary.***

The Chief Deputy can approve an hourly wage after the Reserve Deputy completed 48 hours of mandatory reserve time. The Reserve Deputy then can work a Maximum of 19 hours per week for pay, **however this pay is solely dependent on available funding and can be canceled at any time.**

Reserve Deputies will be compensated \$50.00 per quarter for uniform allowance after completing at least 48 hours work time per quarter, which includes 24 hours of duty time.

### **ESSENTIAL DUTIES:**

- conducts patrol functions as requested by the patrol sergeant,
- responds to requests for law enforcement services and takes appropriate action;
- responds to and conducts investigations and determine disposition (i.e., issues citations and/or arrests) of calls and complaints involving felonies, misdemeanors, vehicle accidents, and other violations;
- secures and examines crime scenes and gathers, preserves and processes evidence;
- identifies, locates and interviews person(s) to obtain suspects and/or witnesses;
- arrests, processes and transports person(s) to a confinement facility for incarceration;
- renders interim emergency care;
- refers individuals to appropriate agencies and authorities for assistance;
- enforces traffic laws, directs traffic, and provides information concerning the location of streets, routes, and buildings;
- prepares required reports and documentation;
- conducts surveillance on suspected criminals;
- investigates and prepares detailed reports of collisions;

- appears in court to testify and present legally obtained evidence, to testify as a witness and to testify against accused perpetrators of crime;
- prepares and presents reports and documentation for case review and preparation by the County Attorney;
- acts as a team member with others on tactical operations;
- searches and assists in rescuing missing and injured persons and recovering bodies;
- assists other agencies in law enforcement operations;
- originates and executes court related documents to include, but not limited to, warrants, judgments', evictions, summons, and various orders; performs clerical functions associated with the receipt, serving, and recording of court related documents and their disposition;
- conducts investigations or criminal cases and gathers, preserves, and analyzes facts and evidence;
- follows up on preliminary investigative reports;
- prepares and submits reports of criminal offenses, including modus operandi, and description if incriminating evidence, for determination of guilt and prosecution charges;
- prepares material evidence for courtroom presentation and testifies in court on various matters, including findings of investigations;
- speaks before civic groups and the public, answering inquires regarding law enforcement programs;
- attends routine and specialized training classes and seminars of law enforcement methods and techniques, marksmanship, law, procedures and technical subjects;

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Knowledge of:**

- relevant laws, regulations and rules pertaining to law enforcement;
- law enforcement principles, practices, methods, techniques and equipment;
- law enforcement support services and investigative work;
- the social science as they relate to public service and law enforcement;
- county geography, its incorporated areas including highways, streets and road locations;
- investigative principles, procedures and methods;
- methods and techniques of interviewing/interrogation;
- basic first aid;
- supervisory principles and practices (if applicable).
- the rules, regulations and policies of Cochise County and the Sheriff's Department

#### **Skill in:**

- observing situations analytically and objectively, making quick decisions, and recording information clearly and completely;
- managing situations firmly, courteously, tactfully, and impartially;
- communicating effectively, both orally and in writing;
- reacting quickly and calmly in emergency situations;
- performing work which requires good physical condition and physical strength;
- performing defensive tactics which require reflexes, agility, coordination, and strength;
- preparing accurate, detailed and complete reports;
- obtaining valid information via interviews/interrogations;
- the safe and effective operation and maintenance of law enforcement equipment, to include firearms;
- the safe operation and handling of a motor vehicle;
- the operation of radio communication equipment.

#### **Ability to:**

- give and receive orders, to follow instructions, and to work as a team member in a structured working environment;
- comprehend, retain and recall factual information;
- protect the public and enforce the laws with due regard for the rights and safety of individuals, the preservation of property, and the maintenance of good community and interpersonal relationships in compliance with established laws, policies, procedures and regulations;
- apply training, experience and common sense to identify potentially dangerous situations, to make effective logical decisions, and to exercise the appropriate measure of tact or force to resolve dangerous or emotionally charged situations with minimum injury to self and others and minimum damage to property involved;
- demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people;
- retain control of a vehicle under emergency conditions;
- react quickly and calmly in emergency situations;
- plan, organize, and prioritize multiple functions;
- prepare accurate, complete and legible reports and to present detailed, accurate and objective oral statements and responses to questions;
- be proficient in the use of firearms;
- adjust to varying posts or job-site assignments, rotating shift assignments, irregular hours and on-call or call-back status and irregular schedules including completion of work assignments on weekends and holidays;
- fulfill all physical requirements of work assignments to include maintaining physical conditioning required for performance of work assignments; (stand and sit for long periods of time);
- bend, reach, kneel, and crouch; perform tasks requiring dexterity, and agility after running moderate distance;
- lift and carry 75 pounds plus;
- interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;

- organize, assign, coordinate, train, supervise and evaluate work activities and to persuade and control any assigned personnel effectively;
- establish and maintain effective working relationships with employees, other agencies and the public;
- communicate effectively, both verbally and in writing.

### **HOW TO APPLY**

**Complete the Application and mail to Cochise County Sheriff's Office, 205 Judd Drive, Bisbee AZ 85603.**  
For questions contact the Cochise County Sheriff's Office (520) 432-9500