

## **King and Queen County Sheriff's Office**

# **Deputy Sheriff Positions**

**Deputy Sheriff**, full-time positions, salary range is \$45,500 - \$60,000. Depending on experience and qualifications. We provide training, uniforms, take-home vehicle, merit increases, and overtime.

**Deputy Sheriffs, Court bailiffs**, part-time positions, hourly \$15. - \$21. per (no benefits included, for part-time) We provide training and uniforms.

**Benefits:** health, dental and vision insurance, King and Queen County will pay the insurance premiums for the employee. Life Insurance, Virginia Retirement Plan and earn immediate vacation and personal time, direct deposit.

**Minimum requirements:** Must be 21 years of age or older and a U.S. citizen. Must possess a high school diploma or equivalent, possess a valid driver's license.

Applications are available on our website at: <http://www.kqso.net> , or you can pick up in person in the Sheriff's Office lobby.

**King and Queen Co. is an Equal Opportunity Employer.**

## **Full-time Deputy Sheriff Job Description**

Under general supervision, exercises responsibilities for the enforcement of state and local laws relating to public safety and welfare. Exercises independent judgement in dealing with dangerous or unusual situations, exercising safety practices and procedures. Works under stressful, high-risk conditions.

### **Profile:**

This a full-time position with fringe benefits. The Deputy Sheriff is a LE position that is a sworn uniformed deputy. The King and Queen County Sheriff's Office will provide the Deputy Sheriff with a take home vehicle and must follow the vehicle take home policy.

### **Specific Duties and Responsibilities:**

- Patrols an assigned area in a patrol car on assignment for the purpose of observing the area for possible criminal activity or other conditions that could endanger public safety, investigating complaints and enforcing laws; maintains high visibility.
- Investigates crimes, interviews witnesses, complainants and victims; and gathers physical evidence and preserves for court; conducts follow-up investigations as needed.
- Enforces all felony and misdemeanor laws of the Commonwealth of Virginia and the county of King and Queen.
- Apprehends, arrests and detains criminal suspects and law violators when necessary; follows proper procedures when making arrests.
- Serves warrants, summonses, subpoenas, civil and other official papers.
- Serves as a witness in court and provides evidence in court as required.
- Responds to emergency calls such as; DV, suicides, robberies, burglaries, kidnappings, assaults and murders; and practices safety procedures in answering and responding to calls.
- Checks residential and commercial property for security as requested; checks on Senior Citizens as requested.
- Assists motorists in various situations as needed.
- Contacts complainants and/or victims of crimes within a reasonable length of time; keeps complainants or victims informed of progress of investigations.
- Investigates and reports fires or other related events; keeps bystanders out of danger; safeguard property and renders first aid in emergency situations.
- Prepares, processes and/or transmits various reports as required.
- Records information concerning event that took place during tour of duty and records such activity in the manner as prescribed by the department.
- Maintains weapons and equipment in functional and presentable condition.
- Transports mental patients and prisoners to prescribed locations as necessary.
- Accounts for and transports evidence coming into custody.
- Answers questions asked by the general public, works with juveniles and adults in related matters; refers public to person or agencies which can provide further assistance as required.
- Works under stressful, high-risk conditions.
- Takes decisions at the crime scenes which many be centered around life-or-death situations; decisions are based on the safest procedures to be followed to ensure safety to individuals involved and fellow officers/members of EMS.
- Performs special projects as directed by the Sheriff.

- Watches for wanted or missing person and lost children; administers first aid to the injured in emergency cases; and reports stray animals as necessary.
- Attends shift meetings, seminars, and training sessions as required to remain certified and knowledgeable for operations and promote job performance.
- Attends required periodic training sessions and seminars; participates in required physical fitness activities.
- Maintains required level of proficiency in the use of firearms and evasive action/driving skills.
- Takes active charge in serious or unusual situations.

The position of Deputy Sheriff is inherently a high stress and physically demanding position. All sworn staff must complete a basic course and maintain skills and physical fitness. The King & Queen County Sheriff's Office requires the law fit course to be completed prior to hiring. The following activities are expected of all sworn Deputy Sheriffs:

- Sit or stand for long periods of time for 4-8 hours.
- High level of stress for 8-12 hours' daily.
- Bend, reach, climb, and run is often a function completed daily.
- Lift 0-25 pounds regularly.  
25-30 pounds often.  
50+ pounds occasionally.
- Data entry and clerical work for 4-8 hours.
- Effect arrests and the inherent danger that may occur is a daily risk.

## **Court Services Deputy Job Description**

Responsible for keeping the peace in the courthouse and courtroom and all security aspects of the courthouse.

Profile:

Court security is a part-time hourly position with no benefits. The Court Services Deputy is a sworn uniformed deputy, that will work 29 hours per week. The King and Queen County Sheriff's Office will provide the Court Services Deputy with a vehicle for job duties.

Specific Duties and Responsibilities:

- Provide security for judges, judicial staff, court employees and the public.
- Transportation of prisoners to the courthouse and back to the correctional facility.
- Transfer of prisoners to the courtroom and back to designated cell.
- Supervision of work release inmates.
- Ensure no weapons are brought into the courthouse.
- Ensure the public complies with building safety rules.
- Transfer of legal documents to judges and case participants when needed.
- Remove people from the courtroom when needed.

- Search each person by use of the metal detector prior to entering the courtroom.
- Monitor for suspicious activity in the courtroom and around the courthouse.
- Maintain order in the courtroom.
- Assist with serving civil papers, warrants and making arrests.
- Providing security for prisoners or persons in custody for mental evaluations

The position of Court Services Deputy is inherently a high stress and physically demanding position. All sworn staff must complete a basic course and maintain skills physical fitness. The King and Queen County Sheriff's Office requires the law fit course to be completed prior to hiring. The following activities are expected of all sworn Court Services Deputies.

Sit or stand for long periods of time for 4-8 hours.

Bend, reach, climb, and run is often a function completed daily.

Lift 0-25 pounds regularly.

25-30 pounds often.

50+ pounds occasionally.

The inherent dangers that may occur is a daily risk.

## **School Resource Officer Job Description**

Responsible for providing law enforcement expertise and resources required to assist the School Administrators in maintain safety, order and discipline within their assigned school.

Profile:

This position is a full-time position with fringe benefits. The full-time School Resource Officer is a sworn uniformed law enforcement officer. The full-time SRO must also work deputy and court duties. The King and Queen County Sheriff's Office will provide the School Resource Officer with a take home vehicle and must follow the vehicle take home policy.

Requirements:

- 21 years of age
- High School Diploma or equivalent
- Valid Driver's License
- Law Enforcement Certified for a minimum of 3 years
- Court Security and Civil Process Certified
- School Resource Officer Basic Certification
- Must work well with youth

Specific Duties and Responsibilities:

- Providing safety and security to all students and staff of the school.

- Respond to calls for service and coordinating the response of other law enforcement resources to the school.
- Patrolling the exterior and interior grounds, particularly during the opening and closing of school and during lunch periods.
- Be a visible deterrent to crime while also being a positive impression of Law Enforcement to students and staff in a non-confrontational setting.
- Responsible for assisting with training for the school administration in law enforcement and related areas.
- Provide security during school events.
- Report on incidents that happen at the facility including after school activities such as sports events.
- Investigate incidents that happen in the school.
- Monitoring cultural and social influences and activities in an effort to identify emerging youth gangs.
- When asked and upon approval, make formal presentations to, or participate in, school-based community organization meetings such as Parent Teacher Association meetings or School Community Coalitions.
- Have open relationship and strong communication between School Administration and the faculty and staff of the school.
- Build positive relationships between law enforcement and the students and staff of the school.
- Proper disposal of illegal substances recovered by the school.
- Know Policy and Procedures of the Schools
- Maintain the confidentiality of student records consistent with the Memorandum of Understanding's provisions relating to the Release of Student Information.
- Attending and providing testimony at school expulsion hearings upon request.

The position of School Resource Officer can sometimes be a high stress and physically demanding position. All sworn staff must complete a basic course and maintain skills and physical fitness. The King & Queen County Sheriff's Office requires the law fit course to be completed prior to hiring. The following activities are expected of all School Resource Officers:

- Sit or stand for long periods of time for 4-8 hours.
- High level of stress for 8-12 hours' daily.
- Bend, reach, climb, and run is often a function completed daily.
- Lift 0-25 pounds regularly.  
25-30 pounds often.  
50+ pounds occasionally.
- Data entry and clerical work for 4-8 hours.
- Effect arrests and the inherent danger that may occur is a daily risk.