

**STPSO**  
**Employment Opportunity**

**Job Title:** Deputy- Criminal Patrol  
**Department:** Criminal Patrol – District II, District III, and District IV  
**Reports To:** Corporal  
**FLSA Status:** Non-exempt  
**Revision Date:** 07/20/2021  
**Salary Range:** \$38,476 - \$40,850  
**Supplemental Pay:** \$5,998.72 yearly **(If Eligible)**

**SUMMARY** -Maintains law and order and serves legal processes of courts by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Patrols assigned area to enforce local and state criminal and motor vehicle laws.

Investigates reported/suspected crimes.

Investigates deaths.

Drives Patrol vehicle through assigned area, observing traffic violations, and issuing citations as needed.

Assumes control at traffic accidents to maintain traffic flow, assist accident victims, and investigate causes of accidents.

Investigates illegal or suspicious activities of persons, quells disturbances, and arrests law violators.

Make written court worthy reports/documentation of incidents.

Locates and takes persons into custody on arrest warrants.

Serves summonses when appropriate.

Searches and assists in locating missing persons.

Notifies supervisors of any unusual circumstances or incidents.

Other duties may be assigned.

**SUPERVISORY RESPONSIBILITIES** - This job has no supervisory responsibilities.

**QUALIFICATIONS** - 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.

**EDUCATION AND/OR EXPERIENCE** - High school diploma or general education degree (GED).

**LANGUAGE SKILLS** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondences. Ability to speak effectively before groups of citizens and/or employees of this organization.

**MATHEMATICAL SKILLS** - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY** - Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES AND REGISTRATIONS** - Valid Louisiana Motor Vehicle Operator's License; proof of residency in St. Tammany Parish (voter registration card); birth certificate (minimum age of 21 years); and Social Security Card. Louisiana P.O.S.T. Level 1 certification or out of state equivalent or the ability to obtain Louisiana P.O.S.T. level 1 certification within one (1) year of hire date as mandated by Louisiana P.O.S.T. guidelines. Maintain qualifications in accordance with St. Tammany Parish Sheriff's Office policy and Louisiana P.O.S.T. guidelines.

**PHYSICAL DEMANDS** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, crawl or run. Must have the ability to lift and drag a minimum of 100 pounds. Deputy is required to wear a duty rig which weighs on average between 20-25 pounds and is preferred to wear a bullet proof vest weighing on average 5 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

**WORK ENVIRONMENT** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually loud.