



BOTETOURT COUNTY SHERIFF'S OFFICE
PATROL DEPUTY JOB DESCRIPTION

PATROL DEPUTY

Botetourt County Sheriff's Office – Fincastle, VA

Patrol Deputy with the Botetourt County Sheriff's Office

Minimum Qualifications:

- Must be 21 years of age or older.
- High School graduate or equivalent (prefer criminal justice training through accredited academy in Virginia or Criminal Justice degree, but not mandatory)
- No criminal record.
- Valid Virginia driver's license with good driving record.
- Must pass psychological screening test.
- Must pass physical examination.
- Good credit history.
- Citizen of the United States or have valid proof that citizenship is being sought.

PATROL DEPUTY PRIMARY DUTIES:

- Patrols assigned area for the prevention of crime and enforcement of laws and ordinances.
- Responds to request for law enforcement services and takes appropriate action.
- Arrests violators of laws and ordinances, and ensures violators are booked on charges.
- Enforces traffic laws, directs traffic and provides information concerning the location of streets, routes and buildings.
- Investigates and prepares detailed reports of collisions.
- Investigate suspicious conditions, activities, or persons.
- Investigates and checks for wanted or missing persons and stolen property.
- Participates in the operation of various units and the service of civil and criminal subpoenas and other court orders.
- Participates in riot and crowd control.
- Controls and restrains potentially violent persons.
- Prepares a variety of reports.
- Conducts preliminary investigations of criminal cases and gathers, preserves and analyzes facts and evidence.
- Follows up preliminary investigative reports.
- Interviews complainants, accused, witnesses and the preliminary investigating officer and records statements and testimony.
- Prepares and submits reports of criminal offenses, including modus operandi and description of incriminating evidence, for determination of guilt and prosecution of charges.
- Prepares material evidence for courtroom presentation and testifies in court on various matters, including findings of investigations.
- Provides information to attorneys and other authorized persons.

- Assists in rescue activities for sick and injured persons.
- Other law enforcement duties as directed by the Sheriff.

KNOWLEDGE, SKILLS AND ABILITIES

Possess a thorough knowledge pertinent federal, state and local laws and ordinances; law enforcement support service and investigative work; law enforcement practices and procedures; the roads and routes within the County; the rules, regulations and policies of Botetourt County and the Sheriff's Office. Possess skills 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 emergencies; the safe operation of a motor vehicle; performing work which requires good condition and physical strength; performing defensive tactics which require quick reflexes, agility, coordination and strength; understanding and following written and oral instructions; establishing and maintaining effective working relationships with the public, department members and others; obtaining valid information by interview and interrogation; gathering, analyzing and evaluating facts and evidence; the safe use of law enforcement equipment.

Starting salary (untrained) \$48,367 annually. An increase in starting salary will be considered for those who possess DCJS Jail Officer certification at time of employment.

Benefits:

- Health, vision, and dental insurance at minimal cost to employees. Dependent or family coverage available at additional cost to employee
- Retirement plan under VRS (Currently employee pays no more than 5% towards VRS if not employed prior to 7/1/2010.)
- 457 deferred compensation plans with some county match
- Life insurance
- LEOS
- Workers Compensation
- Holiday Pay
- Leave and sick time accrual.
- Uniforms and equipment provided.
- Take home vehicle provided.

Please submit a completed Virginia State application, available at:
http://www.botetourtsheiff.com/uploads/2/0/7/3/20732984/state_application.pdf

Submit application to:

Botetourt County Sheriff's Office
P.O. Box 18
Fincastle, VA 24090

Applications will be accepted until the position is filled.