

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Patrol Deputy	Choose an item.	Choose an item.	Choose an item.	Non-Exempt
POSITION TITLE: Patrol Deputy		POSITION#:		
☐ New ☒ Revised (Check one)		Date: 6/11/26		
SERVICE TYPE:		BCDSA		
Employee Name:		Department:	Sheriff's Office	Supervisor: Captain Chris Duffitt
FTE:	1.0	Employment Status:	Regular Full Time	

Position Summary: (Overall statement of purpose of position. Be clear and concise at three sentences or less)

Performs law enforcement and crime prevention activities relating to federal, state, and local traffic and criminal laws and ordinances. Arrests and books suspects; transports prisoners; investigates crimes and criminal complaints; provides field service of civil process; and prepares necessary reports. Performs other work as required.

Essential Duties: List the Major Functional Areas and the percent of time that you would expect the incumbent to perform in an average year. Under each Major Functional Area provide a list of essential duties (indispensable job duties) of the position.

No.	Major Functional Area (MFA)	% of Time
1	MFA: Enforce Laws Essential Duties: Enforce state and local laws. Conduct complete and impartial criminal investigations in Benton County and the State of Oregon. Respond to initial complaint(s) and determine what resource(s) are needed to successfully resolve situation. Interview victims, witnesses and suspects requiring tact, diplomacy and command presence. Engage with irrational and combative individuals.	70%
2	MFA: Documentation/Court/Public Relations Essential Duties: Complete reports and documents accurately and in a timely manner. Appear in court and independently testify in civil proceedings and criminal trials. Provides positive public interaction and information sharing with diverse contacts: Citizens, victims, offenders, witnesses, children, teachers, social workers, mental health professionals, doctors, nurses, other law enforcement agencies and employees, media, government officials, commissioners, mayors, fire agencies, etc.	24%
3	MFA: Training/Certification Essential Duties: Completes training and mandatory qualifications as outlined by BCSO policy and procedure. Must maintain current DPSST certification.	5%
4	And other duties as assigned.	1%
Percentages should total 100%		100%

Special Requirements related to essential functions e.g. certification, driver's license, professional licenses, bi-lingual, etc.

Valid State issued Driver's License with good driving record
21 years of age
High School Graduate or GED equivalent (Bachelor's Degree Preferred)
US Citizen
Complete the ORPAT during hiring process and during Academy
Successfully pass a background investigation, psychological exam, and a medical evaluation before being hired
DPSST Basic Law Enforcement Certification- within 1 year of employment.
Show proficiency and meet BCSO qualifications and standards for firearms and defensive tactics.
Complete periodic Emergency Vehicle Operations Course.
Complete Intoxilyzer Certification.
LEDS Certification required within 6 months of hiring
First Aid and CPR Certifications within 60 days of hiring

Physical Requirements:

Positions in this class typically require reaching, standing, walking, running, grasping, feeling, talking, hearing, seeing and repetitive motions. Requires frequently lifting and carrying varying from light to heavy. Work hours and days off vary every 4 months to include day shift, swing shift and graveyard. Work during all types of weather conditions. Nature of position involves exposure to health and safety risks on a continuous basis. Both physical injury and exposure to contagious diseases exist. Must be able to engage with combative individuals. Must maintain a physical standard and competency to use physical force (run, strike, fight, control, use impact weapons, chemical agents and firearms) and verbal techniques. Must demonstrate physical force competence and proficiency on a regular basis. Operates a patrol vehicle under stressful circumstances, occasionally at high rates of speed in all weather conditions.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the division.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____