



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Deputy Sheriff

Department: Varies
Pay Grade: 110
FLSA Status: Non-Exempt

JOB SUMMARY

This position is responsible for responding to emergency and non-emergency calls, preventing criminal acts by patrolling the county, conducting preliminary investigations, protecting life and property, maintaining law and order, and enforcing laws and ordinances at the local, state, and federal level. May serve duties as a court service and/ or detention officer.

ESSENTIAL JOB FUNCTIONS:

- Supervises and monitors the actions and movement of inmates in the holding cells; mediates disturbances in the booking and housing units;
- Inspects holding cells for contraband or unauthorized items; searches blocks for weapons, drugs, fire hazards, and tampered door and window locks; performs exterior checks for broken windows and other signs of destruction or attempts at escape;
- Inspects all inmates' mail for sexual content, contraband, escape plans, or threats towards Officers or victims;
- Receives and processes all prisoners in the detention center; performs all inmate intake and booking functions, including searching, fingerprinting and photographing inmates;
- Performs initial search for contraband or weapons; collects, inventories, and stores all property for safe-keeping in property room; maintains inmate records pertaining to status and personal property in computer system and paper files;
- Provides security for the internal and external operations of the detention center;
- Assists in maintaining all training documents and lesson plans in accordance with Post rules;
- Provides security and assists with the supervision of the food service contractors, the medical staff, and the GED service providers;
- Provides security and supervision for off-site inmates;
- Schedules inmates for the use of the Law Library;
- Generates documentation for first appearances before the Magistrate Court; completes paperwork for the bonding out and release of inmates;
- Prepares reports on jail and inmate activities;
- Coordinates inmate exchanges with other correctional facilities;

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- Utilizes GCIC to access criminal histories for incarcerated persons; communicates with probation, parole, courts, District Attorney's office, consulates, and other correctional facilities regarding the legal status of inmates;
- Enters and clears information through GCIC;
- Transports inmates to such locations as court appearances, medical appointments, and other correctional facilities; maintains security of inmate while away from the detention center; documents transport details in log;
- Oversees the field training program for newly hired Officers Maintains the security of the facility by conducting security checks, settling disputes, and performing cell searches and inspections; conducts outside perimeter checks;
- Monitors suicidal and sick inmates;
- Issues meals, clothing, linens, and personal items to inmates;
- Supervises inmate programs, including recreational, legal, health care, visitation and religious services; including the supervision and security of the citizens that represent said programs;
- Supervises inmates performing such assignments as cleaning and maintaining the jail facility;
- Checks the jail docket; observes locations and activities of inmates;
- Assists with the cleaning and maintenance of the facility as needed; identifies maintenance problems;
- Supervises outside visitors and visitation for inmates;
- Supervises inmates on work detail;
- Searches trustees returning from outside work details for contraband or weapons;
- Confirms warrants;
- Conducts daily store and mail calls;
- Attends training classes as required;
- Assists in fingerprinting of the public;
- Patrols the county to enforce federal, state, and local laws; issues citations as needed;
- Responds to calls for service relayed by dispatchers, including: domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons, rescue operations, public service duties, stranded motorists, or any other emergency or non-emergency calls for assistance;
- Mediates disputes in domestic and civil situations;
- Monitors inmate phone conversations to gather intelligence;
- Serves civil papers, including TPO's, felony and misdemeanor warrants, and subpoenas;
- Transports arrestees, inmates, and mental patients to correctional facilities, the justice center, the hospital, and/or mental facilities;
- Completes all required reports and forms, including accident and incident reports;
- Conducts preliminary investigations of crimes and accident scenes; interviews suspects, complainants, victims, and witnesses; gathers information and evidence; informs the victim advocate as necessary;
- Collects and preserves evidence; searches vehicles as necessary;
- Conducts security checks of residences, businesses, justice center, churches, and any other requests for patrol filed by the public;
- Provides security and directs traffic for special activities such as funerals, athletic events, school crossings, and fairs;
- Operates an Intoximeter to determine the blood-alcohol levels of drivers;
- Serves as a K-9 Officer (if assigned), including handling a dog used in detection, tracking, and apprehension;
- Serves as a School Resource Officer (if assigned), whose duties include: maintaining

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a safe and secure campus environment, investigating crimes on school property, providing classroom instruction and counseling to students on law enforcement related matters, teaching Drug Abuse Resistance Education (DARE), coordinating the Junior Law Enforcement Academy, and teaching two week-long Driver's Education Courses;

- Serves as a Jail Deputy who is responsible for maintaining the security and safety of the inmates;
- Serves as a Field Training Officer whose responsibilities include developing yearly training plans/reports, preparing and monitoring out of county training, preparing and maintaining all training documents and lesson plans in accordance with the Peace Officers Standards and Training rules (POST); other roles may include: serving on the Special Response Team (SRT), Honor Guard, bike patrol unit, or on the Drug Task Force;
- Enforces laws and ordinances related to animal control activities; issues warnings and citations; advises owners of their responsibilities;
- Testifies in court as needed;
- Maintains a security presence in the courtroom at all times to ensure safety of all personnel, to prevent/identify disturbances during proceedings, and to prevent and identify potential violence or use of weapons;
- Conducts random security checks of courthouse offices, judges' chambers, parking lots, and all other areas of the justice center;
- Performs electronic and visual security screening of anyone who enters the Justice / Detention Center;
- Secures and detains new prisoners and secures inmates in the courtroom;
- Assists other law enforcement agencies as necessary;
- Maintains assigned vehicle and equipment;
- Conducts periodic checks of public enrolled in the At-Ease program;
- Conducts periodic checks of registered sex offenders;
- Performs other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

Education and Experience:

- High School diploma or equivalent;
- Or equivalent education, and/or experience.

Licenses and Certifications:

- Possess and maintain a valid Georgia driver's license;
- Certified Peace Officer certification.

Preferred Qualifications:

- None.

Knowledge, Skills and Abilities:

- Knowledge of law enforcement and corrections processes, including booking procedures;
- Knowledge of basic bookkeeping practices;
- Skill in the use of physical restraint methods and equipment;
- Knowledge of federal, state, and local laws, criminal and traffic laws, and department policies and procedures;
- Knowledge of the boundaries and geography of the county;

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- Knowledge of procedures for logging and docketing warrants and civil papers;
- Knowledge of first-aid and CPR techniques;
- Knowledge of the use of an AED, naloxone, and the universal precautions for biohazard safety;
- Knowledge of the criminal justice system and court procedures;
- Knowledge of the mobile data terminal in patrol cars, body cameras, computer networks, operating systems, hardware, and software applications;
- Skill in the use of firearms, Intoximeter, communications equipment, photographic equipment, X-Ray machine, closed circuit monitor, View Scan, and other standard and specialized equipment;
- Skill in the use small office equipment, including copy machines or multi-line telephone systems;
- Skill in obtaining and preserving evidence;
- Skill in gathering information and preparing reports;
- Skill in maintaining records;
- Skill in interpersonal relations;
- Skill in using computers for data entry;
- Skill in using computers for word processing and/or accounting purposes;
- Ability to meet departmental physical fitness standards;
- Ability to work nights, weekends, and special holidays as deemed necessary;
- Ability to organize and communicate effectively.

PHYSICAL DEMANDS:

Work is very heavy and requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Work also requires balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

WORK ENVIRONMENT:

Work involves crisis situations that require this position to make major decisions involving people, resources, and property. The employee may be exposed to noise, dust, and dirt, machinery with moving parts, contagious or infectious diseases, and inclement weather. The work requires the use of protective devices.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Date: 03-31-2023

Agenda Items: Staffing Requests Uniform Patrol Division for Sheriff's Office

Item Description: Five additional Uniform Patrol Deputies

Facts and Historical Information: The Lumpkin County Sheriff's Office Uniform Patrol Division is currently authorized 29 positions. Of those 29, 18 are district units, 6 are full time School Resource Officers, 3 are Command & Support Staff and 2 are full time K9 officers.

Uniform Patrol Division Authorized Positions by Year (per HR)

2015 - 23

2016 – 28 (5 School Resource Officers transferred from Special Services)

2017 – 27 (loss of position to CID)

2018 – 27

2019 – 27

2020 – 28 (added Watch Commander position from previously frozen position)

2021 – 28

2022 - 29 (added School Resource Officer position but no vehicle added)

Uniform Patrol Division Overtime Usage Per Year (per HR)

2015 - \$33,745 (Hours of overtime 1,581)

2016 - \$38,435 (Hours of overtime 1,776)

2017 - \$48,147 (Hours of overtime 2,040)

2018 - \$78,116 (Hours of overtime 3,122)

2019 - \$87,684 (Hours of overtime 3,245)

2020 - \$61,908 (Hours of overtime 2,184) **COVID Pandemic**

2021 - \$81,378 (Hours of overtime 2,818)

2022 - \$101,172 (Hours of overtime 3,094)

Estimated Budget Impact for Five additional Deputies

Starting salary for Deputy Sheriff per year: $\$37,980.00 \times 5 = \$189,900$

Estimated cost of vehicle with equipment: $\$60,000.00 \times 5 = \$300,000$

Total = \$489,900

Prior to 2009 the county was divided into 3 zones to ensure a patrol unit was maintained in a geographical area to help with faster response times to calls for service. In 2009 Sheriff Jarrard created 5 districts within Lumpkin County in hopes of facilitating even faster response times to our customer base "Serving Our Community"(citizens and visitors of Lumpkin County). We are requesting an additional five positions within UPD for a variety of reasons.

Authorized Positions:

Since the year 2015 the number of authorized road deputies in Uniform Patrol has not had an increase, other than 5 School Resource Officers that were transferred from another division. These School Resource Officers do not answer calls for service but are to remain on their campus at all times unless attending a community function or training for their school.

Overtime \$\$:

The above chart of overtime paid out is a direct relation to the shortage of personnel. As the number of calls and services requested increase and the number of personnel does not, the more overtime the county pays. We have a policy in place that states a minimal of 3 deputies must be working every shift. Overtime is paid to ensure this minimum is met 365 days a year. When the workload is increased, officers often find themselves staying late to complete reports and all other assigned task leading to increased hours of overtime. When a deputy is out due to sickness, vacation or training another deputy must be called in to maintain the minimum number causing increased overtime. This also increases stress on individual deputies at home and work due to loss of family time.

Officer Safety / Line of Duty Deaths:

In recent years the attack against law enforcement has become ever pressing. We have seen the number of law enforcement deaths double from 2019 to 2020. (150 in 2019 to 358 in 2020 and 597 in 2021). The nature of calls has become more violent which require more officers to handle the call in an efficient and safe manner for both the officer and citizen. **The number of calls requiring two or more officers is increasing therefore putting added stress on the limited number of officers we currently have.** The Dahlonega Police Department (8am-8pm if on duty) along with Georgia State Patrol (generally till 11pm) provide manpower on a limited basis. These agencies are not available after midnight. UNG Public Safety is

available 24/7 but limited to only Board of Regents property. Although these resources are extremely valuable, they do not ease the burden placed on our officers on a consistent 24/7 schedule.

Response Times:

When the nature of the calls become more violent thus requiring two or more officers, there is an increased response time for the citizens we serve. Although this is not true for every call, calls of high priority where seconds count the amount of time it takes to respond can be crucial. Having 5 officers on every shift with two on mid-shift will allow officers to stay in their assigned district therefore cutting down on response times. The mid-shift officer can serve as a back-up officer on calls for service requiring two or more officers which allows all other district officers to remain in their assigned district.

Decreased Traffic Enforcement due to calls for service:

Most will agree that traffic enforcement is not very popular among most citizens, however Law Enforcement understands traffic enforcement saves lives every day. With a limited number of officers handling all calls for service, this creates limited time for officers to conduct traffic enforcement duties.

Supervisors answering calls for service:

In our current state of manpower, Uniform Patrol Sergeants are forced to work as a zone unit and answer calls for service taking reports, working accidents and following up on complaints. This leaves little to no time for them to function as a supervisor of the zone units and leads to extended work hours after shift approving reports and ensuring administrative tasks are completed to accomplish our mission.

Growth and expansion of businesses and community:

Northeast Georgia Hospital- Dahlonega began construction in the summer of this year and will conclude in the fall of this year. With this expected growth and the hotels, restaurants and businesses that will surely follow, it is time for the county services to plan growth to compensate for this increased activity that is to come and not struggle to catch up after the fact.

SUMMARY

For approximately 6 years, the Lumpkin County Sheriff's Office Patrol Unit has operated with twenty-three mandated deputies. In 2010, the population of Lumpkin County was 30,282 with a growth of 15.69%. Since that time, Lumpkin County has steadily seen an increase of population with the rate of 2.07%. The majority of that growth has occurred in the urban areas of the County. In recent years, the Sheriff's Office has experienced staffing challenges to maintain minimum staffing of a minimum of 3 deputies during each shift. Three deputies are scheduled per shift—There are two shifts per day: ▪ Days (7 a.m. to 7 p.m.), and ▪ Nights (7 p.m. to 7 a.m.)

In 2010, the FBI UCR recommendation for full-time law enforcement employees (civilian, jailors and sworn deputies) is 3.5 per 1,000 inhabitants. County agencies reported from the same year 2.7 officers (sworn) per 1,000 inhabitants. Using the FBI UCR recommendation for 2010, it is suggested the Lumpkin County Sheriff's Office would have 82 sworn deputies. In 2021, the Lumpkin County Sheriff's Office is approved for 96 positions which includes civilian personnel, detention officers and sworn deputies. If we used the same formula from 2010 with Lumpkin County's current population, then we can estimate that Lumpkin County needs 122 employees for the Sheriff's Office.

Using the OPA Shift Relief Factor Staffing Model, which is widely used in law enforcement and similar shift-based professions, the Uniform Patrol Division Command Staff believe that in order to protect and serve the citizens of the community while maintain officer safety, they are in need of 5 additional positions for sworn deputies. This Shift Relief Factor calculates flex time off, comp time used, leave/light duty and time spent training or otherwise occupied. The additional five deputies would increase the authorized number of deputies to 34 in order to provide full coverage for the Patrol workload. With the requested five additional deputies, we believe overtime will be significantly reduced therefore allowing the county to be more efficient and good stewards of tax payers monies while reducing fatigue, high turnover rates and low morale within the department.

Potential Courses of Action:

1. Take no Action and continue to over work loyal employees causing them to seek employment elsewhere with less stress and uninterrupted days off, therefore causing more stress on the remaining employees. This option also continues to place our deputies and the general public at risk due to being understaffed for the type of calls they are responding to.
2. Approve three new Deputy Sheriffs and vehicle positions in order to help mitigate current staffing shortages. This action would be followed up with the same request next year for two or more additional spots, depending on growth of population and business growth from the new hospital.
3. Approve five new Deputy Sheriff and vehicle positions in order to relieve the current staffing shortage and prepare for future growth with the new hospital and all of the businesses along with the growth that will come with it, generating more calls for service and traffic accidents / complaints.

Staff Recommendation: Recommend course of action 3.

Thank you for your consideration in the above matter.