



# CHEBOYGAN COUNTY SHERIFF DEPARTMENT

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**DALE V. CLARMONT**  
SHERIFF

870 S. Main St.  
Cheboygan, MI 49721

Brenda Beckwith  
Jail Administrator

TIMOTHY C. COOK  
UNDERSHERIFF

231-627-3155  
Fax: 231-627-8880  
[sheriff@cheboygancounty.net](mailto:sheriff@cheboygancounty.net)

Jodi Beauchamp  
Administrative Assistant

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## JOB DESCRIPTION

Position Title: Deputy Sheriff

Department: Cheboygan County Sheriff's Department

Accountable to: Road Sergeant

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## Primary Objective of Position

- To perform law enforcement duties involving the protection of life and property through the prevention and control of crime, preservation of peace, regulation of traffic, and provision of emergency services and other related duties.
  - To uphold the Constitutional Rights given to all.
  - To read/comprehend and abide by the Policy and Procedures of the Cheboygan County Sheriff's Department and the County of Cheboygan.
  - Provide support and assistance to other peace officers, whether local, state or federal, personnel of the criminal justice system and employees of other communities and agencies.
  - To maintain the highest standards in Professionalism.
  - Evaluate a situation and to exercise good judgment and discretion commensurate with lawful authority, physical abilities and practical requirement of the situation.
  - To attend all assigned training and pass any standards set.
  - To be able to speak in public.
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## Essential Functions:

Conduct routine patrol activities within assigned areas of the County.

- Patrol residential and business areas to identify unlawful conduct, whether criminal or non-criminal.
- Identify hazards to life or property, whether public or private, and to maintain a visible presence.
- Initiate and maintain active contact with business operators and community residents and foster community relations activities and crime prevention awareness.
- Identify and monitor areas where criminal activities or public nuisances are occurring or are likely to occur.
- Make visible vehicle traffic stops for cause to investigate suspicious activities and enforce non-criminal laws.
- Work flexible and non-traditional shifts and schedules.



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Respond to identified problems and to situations that may be perceived as problems by members of the County, whether criminal or non-criminal.

- Initiate appropriate responses by other non-police resources.
- Document facts as necessary to provide for appropriate responses by other non-police resources.
- Notify property owners of potential problems and hazards.
- Ability to mediate resolutions to problems.

Conduct investigations activities of criminal and non-criminal events.

- Interview victims, witnesses and suspects and document their statements in written reports or detailed formal statements.
- Conduct lawful searches of persons, vehicles and places.
- Execute search warrants and inventory and document the recovery of property or evidence.
- Determine methods and propriety of arrest of criminal suspects.
- Derive facts and inferences through observation and interview of persons and appropriately document those facts and inferences in narrative or within predefined forms.
- Determine the appropriate legal standard necessary to conduct searches or to interrogate suspects and to assure admissibility in court

Provide for the safe and convenient flow of traffic and pedestrians within the community.

- Enforce state and any local laws or ordinances that may apply, including aggressive enforcement of the state's DWI laws and citing and arresting other violators where appropriate.
- Investigate traffic accidents.
- Identify and take appropriate action to correct unsafe road and traffic conditions.
- Aid motorists by giving directions and assisting in obtaining emergency services or repairs.
- Direct vehicle and pedestrian traffic.

Conduct criminal and non-criminal investigative activities.

- Conduct the preliminary investigations of criminal acts as necessary to substantiate crimes and preserve evidence of any crime.
- Conduct preliminary investigation of non-criminal matters as necessary to provide for appropriate responses by other non-police resources and as necessary to maintain public order and safety.
- Verbally reprimand offenders where appropriate to prevent reoccurrence of minor unlawful conduct.
- Conduct full investigations of criminal and non-criminal acts as necessary



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Prepare written reports, forms, memorandums and other documents as required.

- Prepare standardized reports to document crimes and other non-criminal events.
- Prepare narrative descriptions of facts and events to establish an articulable basis, probable cause and facts beyond a reasonable doubt.
- Maintain detailed administrative reports to document activities, employment status and compliance with state and local accounting and training requirements.
- Prepare required follow-up investigative reports and case files for criminal prosecution.

Present evidence in legal proceedings.

- Testify in civil and criminal proceedings.
- Establish expertise and render opinions and interpretations in areas where adequate training has been provided.

Provide for persons held in custody

- Transport prisoners to jail, prison, court, medical appointments, etc.
- Control and restrain recalcitrant persons.
- Assist in the jail when needed for assistance in the control and or separation of inmates
- Investigate criminal complaints arising from inmates actions

Utilize automated systems.

- Run computer checks of vehicles, persons, and articles on any Sheriff Department computer authorized for such use.
- Effectively utilize and verbally communicate upon a multi-talk group trunked radio system.
- Input, verify and make inquiries of data in a computerized record system which includes direct and indirect input of narrative information.
- Input and verify or otherwise utilize an established E-Ticket system
- Utilize per policy, rules and regulations all audio/video equipment including digital recorders, cameras, video recorders, interrogation/interview audio/video systems, body cameras and in-car video systems.

Utilize assigned equipment/gear/weapons.

- Ability to accurately discharge department standard handgun, shotguns and rifles and meet qualification standards.
- Ability to accurately discharge a Taser and meet qualification standards.
- Ability to properly utilize an AED with proper training.
- Ability to properly utilize stop sticks with proper training.
- Ability to properly utilize handcuffs.



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- Ability to effectively operate mobile, prep, and base radios
- Operate vehicle monitoring equipment and devices, such as radar.

Maintain public order within the county.

- Respond to threatening situations promptly to locate, identify and arrest potentially dangerous persons.
- Arrest and detain physically resisting persons in a non-lethal manner.
- Participate in crowd control activities including the organized dispersal tactics using non-deadly force.

Provide emergency services.

- Perform as rescuer under adverse and difficult conditions.
- Exercise standard precautions in the provision of emergency services (i.e., Bloodborne Pathogens.)
- Assess the emergency medical needs of victims of accidents, disasters or criminal acts.
- Perform Cardio Pulmonary Resuscitation and other first aid techniques.

Perform law enforcement services in extraordinary situations.

- Participate in maintaining a security perimeter at a disaster or crime scene under adverse conditions.
- Search for dangerous instruments, such as loaded firearms, explosive devices or hazardous chemicals.
- Respond to situations where deadly force might be threatened or used and to use deadly force when necessary to protect the life of yourself or another.
- Perform various other law enforcement duties for extended periods and under extreme weather conditions.

Operate motor vehicles safely under various conditions and circumstances.

- Operate a motor vehicle safely while being observant for traffic law violations, suspicious person or events or other hazards.
- Operate a motor vehicle safely in severe weather; including rain, wind and snow storms.
- Operate an emergency vehicle with red lights and siren safely with due regard for the safety of other drivers.

Juvenile Liaison/School Liaison/Investigations

- Deal with children effectively
- Speak to groups and present training material.



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- Recognize factors that cause or contribute to delinquent behavior and use traditional and non-traditional means to respond.
- Work with all schools to communicate and coordinate their activities and to best utilize resources provided.
- To investigate/assist with truancy of children
- To work with the schools, parents and the children in a productive manner.

Assist in operations of the department.

- To follow all legal orders given.
- To operate the control center-phones, camera systems, security systems, computer functions, to look up and provide necessary information.
- To act as court bailiff.
- Perform other related work as required.

I have read and acknowledge the job description of a Deputy Sheriff.

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Signature:

\_\_\_\_\_  
Date: