

# PENNINGTON COUNTY

## LAW ENFORCEMENT CENTER



THIEF RIVER FALLS, MINNESOTA 56701

RAY D. KUZNIA, SHERIFF  
P.O. BOX 484; PHONE (218) 681-6161

### DEPUTY SHERIFF

#### **Are you looking for a career in Criminal Justice?**

The Pennington County Sheriff's Office is looking for individuals who want to serve the public as a law enforcement officer. Candidates must be self-motivated and must be able to work independently as well as in cooperation with coworkers and other agencies. Applicants must be Minnesota Post License eligible.

Pennington County offers an excellent benefit package including health and life insurance, and a retirement pension. Pay is in accordance with the union contract and features an hourly wage range of \$26.83 to \$32.72. Applications are available at the Pennington County Sheriff's Office, 102 W 1<sup>st</sup> Street, Thief River Falls, MN or online at <http://co.pennington.mn.us> - click on 'Employment'.

Application deadline: July 5<sup>th</sup>, 2022, 4:00 p.m.

*Pennington County is an Equal Opportunity Employer*

**Employment Application Supplement  
Prison Rape Elimination Act (PREA)**

**In response to the PREA, a job applicant applying for a position that will or may work in an inmate area must answer the following questions. If hired for such a position this person will receive mandatory training in regards to PREA.**

Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institutions?

Yes

No

If yes, explain: \_\_\_\_\_

Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force or coercion or if the victim did not consent or was unable to consent or refuse?

Yes

No

If yes, explain: \_\_\_\_\_

Have you been civilly or administratively adjudicated to have engaged in any of the activities described in the above paragraphs?

Yes

No

If yes, explain: \_\_\_\_\_

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

## Pennington County Employment and PREA

A. The Pennington County Sheriff's Department shall not hire or promote anyone who may have contact with inmates, and shall not enlist the services of any contractor who may have contact with inmates, who—

(1) Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997);

(2) Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or

(3) Has been civilly or administratively adjudicated to have engaged in the activity described in paragraph (a)(2) of this section.

B. Pennington County Sheriff's Department shall consider any incidents of sexual harassment in determining whether to hire or promote anyone, or to enlist the services of any contractor, who may have contact with inmates.

C. Before hiring new employees who may have contact with inmates, Pennington County Sheriff's Department shall:

(1) Perform a criminal background records check; and

(2) Consistent with Federal, State, and local law, make its best efforts to contact all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse.

D. Pennington County Sheriff's Department shall also perform a criminal background record check before enlisting the services of any contractor who may have contact with inmates.

E. Pennington County Sheriff's Department shall either conduct criminal background records checks at least every five years of current employees and contractors who may have contact with inmates or have in place a system for otherwise capturing such information for current employees.

F. Pennington County Sheriff's Department shall ask all applicants and employees who may have contact with inmates directly about previous misconduct described in paragraph (a) of this section in written applications or interviews for hiring or promotions and in any interviews or written self-evaluations conducted as part of reviews of current employees. Pennington County Sheriff's Department shall also impose upon employees a continuing affirmative duty to disclose any such misconduct.

G. Material omissions regarding such misconduct, or the provision of materially false information, shall be grounds for termination.

H. Unless prohibited by law, Pennington County Sheriff's Department shall provide information on substantiated allegations of sexual abuse or sexual harassment involving a former employee upon receiving a request from an institutional employer for whom such employee has applied to work.

## POSITION DESCRIPTION PENNINGTON COUNTY

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Deputy Sheriff	<b>Department:</b> Sheriff's Office
<b>Immediate Supervisor's Position Title:</b> Chief Deputy	<b>FLSA Status :</b> Non-Exempt
<b>Job Summary:</b>  Under the direction of the Chief Deputy, the Deputy Sheriff is responsible for enforcing all federal, state and local laws, statutes, and ordinances within the County to serve and protect citizens of the County and to promote public safety. Duties of the Deputy Sheriff include such major responsibilities as patrolling assigned portions of the County; enforcing laws and regulations and issuing traffic citations; serving civil process papers; responding to civil or criminal complaints, disturbances or emergency assistance; conducts investigations into child abuse & neglect; locating and executing arrest/search warrants; and providing assistance; assists in the transport of inmates to appointments or court and provides court security, as needed.	

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Patrols Pennington County to preserve law and order and to prevent and/or discover the commission of crime. Enforces all provisions of federal and state laws and local ordinances
- Responds to a wide variety of calls and complaints involving robberies and other felonies, domestic disturbances, automobile accidents, medical emergencies, drowning, animal control, area searches, and other incidents related to the performance of duty. Prepares incident reports involving complaints and law enforcement actions/activities.
- Serves civil and county related papers in a prompt and efficient manner. Complete required paperwork, i.e. affidavits of service, etc. Be aware of laws governing such service.
- Provides security checks to businesses and residences. Monitors, observes, investigates, and takes actions for suspicious persons, nuisances, obstructions, or conditions that may endanger the health and or safety of citizens.
- Transports inmates to and from court appearances, medical or dental appointments, or to other facilities/agencies.
- Provides courtroom security, as needed.
- Assists fire departments, medical personnel and other law enforcement agencies during emergencies or natural disasters.
- Assists in investigations and follow-up with complaints, as directed.
- Prepares, appears, and testifies in court.
- Performs other duties of a comparable level/type, as required.
  - Conducts forensic interviews and assistance to social services staff in child protection and vulnerable adult cases.
  - Investigates allegations of welfare fraud, serving search warrants and taking statements from individuals receiving assistance.
  - Performs various public relation activities and makes presentations at schools presenting D.A.R.E. program or general crime/community awareness activities.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)	
less than high school diploma		AA Degree	
High school diploma or GED.		<b>Major field of study or degree emphasis:</b>	
1 year college	x	2 years college	Corrections, law enforcement, criminal justice, criminology, behavior/social science, or related field.
3 years college		4 years college	
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of local, state and federal laws, rules, statutes and regulations.</li> <li>• Knowledge of law enforcement practices, techniques, methods, and procedures.</li> <li>• Knowledge of civil process procedures.</li> <li>• Knowledge of investigative methods, techniques and practices including evidence collection, preservation, interviewing techniques, etc.</li> <li>• Knowledge of court system and procedures.</li> <li>• Operating procedures of local law enforcement departments and limitations upon departmental authority.</li> <li>• Care and use of firearms and self defense procedures.</li> <li>• Street and highway system, geography of the county, and the location of buildings and areas requiring special enforcement.</li> </ul>	
2nd year graduate level			
<b>Required Work Experience in Addition to Formal Education/Training:</b> No previous experience required.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> Minnesota Peace Officer License; Valid Minnesota Driver's License; First Aid and CPR Certification; or other training and certifications required by Department.	

<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>	
<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
<b>TOTAL</b>	

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>● Learning and applying police principles, practices, and procedures to the solution of law enforcement problems and situations.</li> <li>● Dealing tactfully but firmly with offenders, suspects, and witnesses.</li> <li>● Communication skills in dealing with the general public, community groups, business representatives, other county employees or representatives from other law enforcement agencies.</li> <li>● Judgment, discretion, and decision-making skills in appropriately handling law enforcement situations, emergencies, evidence and scenes.</li> <li>● Learning and applying investigative techniques used in data collection, analysis, and preservation.</li> <li>● Expressing self clearly and concisely, both orally and in writing.</li> <li>● Interpreting and applying laws, policies, and procedures appropriately</li> <li>● Following written and oral instruction and completing tasks in a timely manner.</li> <li>● Working independently in patrolling assigned areas of the County and enforcing laws.</li> <li>● Using firearms and defensive tactics and law enforcement techniques.</li> <li>● Operation of computers, printers, copiers, and fax machines.</li> <li>● Maintaining a safe working environment.</li> <li>● Preparing investigative and incident reports.</li> </ul>
--	--

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Driving in extreme weather conditions, working under time pressure constraints, stress and risks associated with potential life-threatening situations. Work requires constant attention to safety procedures, proper law enforcement practices and techniques.</p>
--	--

<b>PHYSICAL JOB REQUIREMENTS:</b> Indicate according to essential duties/responsibilities
<p><b>Physical requirements associated with the position can be best summarized as follows:</b></p> <p><b>Medium Work:</b> Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.</p>

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b><u>Employee is required to:</u></b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>		x		
<b>Use hands dexterously (use fingers to handle, feel)</b>			x	
<b>Reach with hands and arms</b>				x
<b>Climb or balance</b>		x		
<b>Stoop/kneel/crouch or crawl</b>		x		
<b>Talk or hear</b>				x
<b>Taste or smell</b>		x		
<b>Physical (Lift &amp; carry): up to 10 pounds</b>				x
<b>up to 25 pounds</b>				x
<b>up to 50 pounds</b>		x		
<b>up to 75 pounds</b>		x		
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

#### **SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_

**Department Head's Signature**

\_\_\_\_\_

**Date**

**Classification History:**

Prepared 8/2011 by BCC.

