

**RULES AND REGULATIONS  
FOR  
JEFFERSON COUNTY DEPUTY SHERIFFS  
CIVIL SERVICE COMMISSION  
OF  
JEFFERSON COUNTY, WEST VIRGINIA**



Approved by the Jefferson County Deputy Sheriffs Civil Service Commission

Effective December 22, 2021  
Amended March 15, 2023


Submitted to the Sheriff of Jefferson County  
March 23, 2023

Submitted to the Jefferson County Commission  
March 23, 2023

Commissioners: Stephen C. Cox II, President  
Willard L. Liston, Vice President  
Jean Vezzosi, Commissioner

Administrative: Jacqueline C. Shadle, County Clerk

  
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Stephen C. Cox, II                      15 MARCH 2023  
Date

  
\_\_\_\_\_  
Willard Liston                      03-22-23  
Date

  
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Jean Vezzosi                      3-23-23  
Date

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## **PART I. GENERAL**

### **Section 1.01 Purpose (§7-14-6)**

- (a) As required in West Virginia Code Chapter 7 Article 14, the following rules and regulations are established to provide for the administration of the civil service requirements for the deputy sheriffs of Jefferson County, West Virginia. These rules and regulations have the full force and effect of law and apply to all those stipulated by West Virginia law. These rules and regulations supplement the West Virginia Code and §149CSR2 (Title 149; Legislative Rule, Governor's Committee on Crime, Delinquency and Correction, Series 2, Law Enforcement Training and Certification Standards) in so much as they provide for local requirements for the administration of the requirement of law.
- (b) To provide for employment security for deputy sheriffs by protecting said Deputies from the vicissitudes which may be present in the absence of the Civil Service statutes, and
- (c) To provide for a complete, all-inclusive and non-discriminatory system for the appointment, promotion, reduction, removal and reinstatement of deputy sheriffs.
- (d) These rules and regulations so prescribed may, from time to time, be added to, amended or rescinded.

### **Section 1.02 Authority of Promulgation**

The Rules and Regulations contained herein are promulgated pursuant to the authority vested in the Deputy Sheriffs Civil Service Commission by West Virginia Code §7-14-7.

### **Section 1.03 Effective Date**

These Rules and Regulations are effective upon approval of the Jefferson County Deputy Sheriffs Civil Service Commission (JCDS CSC) as noted on the front of these Rules and Regulations.

### **Section 1.04 Distribution of Copies**

Copies of these Rules and Regulations shall be distributed to the Sheriff and each deputy sheriff. Additional copies may be obtained from the JCDS CSC.

### **Section 1.05 Amendments**

Amendments to these Rules and Regulations may be adopted from time to time by JCDS CSC and shall become effective upon approval by the JCDS CSC. Copies of amendments to these Rules and Regulations shall be distributed in the same manner as the Rules and Regulations.

### **Section 1.06 Severability**

If any provision of these Rules and Regulations or its application to any person or circumstance is determined to be unconstitutional, in conflict with State or Federal law or is otherwise invalid, such unconstitutionality conflict or invalidity shall not affect other provisions or application of these Regulations. And, to this end, the provisions of these Regulations will be interpreted to comply with law where possible, and when not possible, those provisions shall be held void and severable.

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## **PART II. DEFINITIONS**

As used in these Rules and Regulations, the term or phrase:

- (a) "Appointing Officer" means the Sheriff.
- (b) "Appointment" means the process whereby deputy sheriff vacancies which are not filled by promotion, reinstatement, reduction or non-competitive examination (provisional appointment) are filled by persons.
- (c) "Code of West Virginia" or "The Code" means the Code of West Virginia of 1931, as amended.
- (d) "County Commission" means Jefferson County Commission of West Virginia.
- (e) "Jefferson County Deputy Sheriffs Civil Service Commission" or "JCDS CSC" means the Jefferson County Deputy Sheriffs Civil Service Commission, duly constituted and appointed under the provisions of West Virginia Code §7-14-3.
- (f) "Deputy Sheriff," "Deputy" or "Deputies" shall mean persons appointed by a Sheriff as his or her Deputies whose primary duties are within the scope of active, general law enforcement and as such are authorized to carry deadly weapons, patrol the highways, perform police Law Enforcement functions, make arrests, or safeguard prisoners. This definition shall not be construed to include any person or persons whose sole duties shall be the service of civil process and subpoenas, but such exclusion shall not preclude the service of civil process or subpoenas by deputy sheriffs.
- (g) "Eligibility List" means a list of persons arranged in descending order of their rating on examinations for the position or positions to which they are qualified for appointment.
- (h) "Promotion" means advancement in rank and base pay. The term "Promotion", in the discretion of the JCDS CSC, may also mean a raise in base pay not shared by other members of the same rank.
- (i) "Promotion List" means a list of persons arranged in descending order of their final ratings on examinations for classes of positions for which they have completed in promotional examinations and to which they are qualified for appointment.
- (j) "Removing Officer" means the Sheriff.
- (k) "Suspension, Discharge, Removal, or Reduction in Rank or Pay" means any such suspension, removal, discharge, or reduction in pay, regardless of the time period involved.
- (l) "The Sheriff's Office" means the Office of the Sheriff of Jefferson County, West Virginia.
- (m) "Hearing Board" means the Sheriff's Conduct Review Board established pursuant to West Virginia Code §7-14C-1(4).
- (n) "Punitive Action" means any action which may lead to dismissal, demotion, suspension, reduction in salary, written reprimand or transfer for purposes of punishment.
- (o) "Transfer for Purposes of Punishment" means an involuntary transfer from one assignment

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to another assignment as a result of a complaint against the member as punishment or an involuntary transfer for reasons other than economy, administrative efficiency, competence, training or managerial discretion. An affected officer shall have the initial burden of establishing that any transfer is for punitive purposes. If so established, the Sheriff will have the ultimate burden of establishing good cause for the punitive transfer.

- (p) "Business day" means days when County Offices are open for the general transactions of public business.

**PART III. DEPUTY SHERIFFS CIVIL SERVICE COMMISSION**

**Section 3.01 Organization of the JCDCSC**

**(a) Membership -**

- (i) *The JCDCSC shall consist of three members, whose appointment and removal shall be in accordance with the terms of West Virginia Code §7-14-3.*
- (ii) *Temporary absence - Recusal. In the event that a JCDCSC commissioner is temporarily unable to fulfill his or her duties for reasons including but not limited to military service, medical necessity or recusal from an issue or case, that Commissioner's appointing authority shall designate a temporary replacement Commissioner to act in the stead of its appointed Commissioner for that case or issue or for the term of the absence or disability.*

**(b) President; Vice President -**

- (i) *At the first regularly scheduled meeting after the first day of July, each year, the three (3) members of the JCDCSC shall elect one of their members to serve as President of JCDCSC and one of their members to serve as Vice President of JCDCSC. The term of each shall be one (1) year from the date of election.*
- (ii) *It shall be the duty of the President to preside over meetings and to generally act as spokesman for the JCDCSC. The President shall also cause a complete record of JCDCSCs actions and activities to be kept.*
- (iii) *It shall be the duty of the Vice President to perform the duties of the President in the event of the President's absence from a meeting, or in the event of the President's death, resignation from the JCDCSC or other permanent incapacity, until such time as a new member is appointed and a new president is elected.*
- (iv) *In the event of the death, resignation or other incapacity of the President, a new President shall be elected in the manner provided for above immediately following the appointment of a new member Commissioner.*

**(c) Quorum -** Except as hereinafter provided, two (2) members of the JCDCSC shall constitute a quorum for the transaction of business.

**(d) Meetings -** The JCDCSC shall meet at the call of the President or any Commissioner.

**(e) Clerk of the JCDCSC**

- (i) *The County Clerk shall be ex officio clerk of the JCDCSC and shall supply to JCDCSC all necessary clerical and stenographic services for the work of JCDCSC. §7-14-4*
- (ii) *It shall be the duty of the County Clerk of every such county to cause suitable and convenient rooms and accommodations to be assigned and provided, furnished, heated and lighted for carrying on the work and examinations of the JCDCSC. The JCDCSC may order from the proper authorities the necessary stationery, postage stamps, official seal and other articles to be supplied, and the necessary printing to be done, for its official use. It shall be the duty of the County Clerk and other county officials of every such county to aid the JCDCSC in all proper ways in carrying out the provisions of this article, and to allow the reasonable use of public buildings, and to heat and light the same, for holding examinations and investigations and in all proper ways to facilitate the same. The County Clerk of each such county is hereby required to appropriate sufficient funds for the purpose of carrying out the provisions of this article. §7-14-5.*

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### **Section 3.02 Liberal Construction**

These Regulations shall be liberally constructed to accomplish the objectives and purposes of the JCDS CSC.

### **Section 3.03 Powers and Duties of the JCDS CSC (§7-14-6)**

- (a) Prescribe and enforce rules and regulations for carrying into effect the provisions of this article. All rules and regulations so prescribed may, from time to time, be added to, amended or rescinded.
- (b) Keep minutes of its own proceedings and records of its examinations and other official actions.
- (c) Make investigations, either sitting as a body or through a single commissioner, concerning all matters touching the enforcement and effect of the provisions of this article and the rules and regulations prescribed hereunder or concerning the action of any examiner or subordinate of JCDS CSC or any person in the public service with respect to the execution of this article; and, in the course of such investigations, each commissioner shall have the power to administer oaths and affirmations and to take testimony.
- (d) Shall have the power to subpoena and require the attendance of witnesses and the production of books and papers pertinent to the investigations and inquiries herein authorized, and
  - (i) *Examine them and such public records as it shall require, in relation to any matter which it has the authority to investigate.*
  - (ii) *The fee of such witnesses for attendance and travel shall be the same as for witnesses before the circuit courts of this state and shall be paid from the appropriation for the incidental expenses of the JCDS CSC.*
  - (iii) *All officers in the public service and they're deputies, clerks, subordinates and employees shall attend and testify when required to do so by the JCDS CSC.*
  - (iv) *Any disobedience to, or neglect of, any subpoena issued by JCDS CSC, or any one of them, to any person, shall be held in contempt of court, , and shall be punished by the Circuit Court of Jefferson County, West Virginia or the judge thereof in vacation, as if such subpoena had been issued by the court.*
- (e) The JCDS CSC will prepare a Position or Rank Classification Plan that will include position descriptions for the Jefferson County Sheriff's Office.
  - (i) *The plan will be updated as needed. Further, it will be reviewed, not to exceed every three (3) years.*
  - (ii) *Once the plan is complete and approved, a copy of the approved plan will be distributed as follows:*
    - 1) Jefferson County Sheriff
    - 2) President of the Jefferson County Deputy Sheriffs Association
    - 3) Jefferson County Commission
- (f) Make an annual report to the County Commission and Sheriff showing its own actions, its rules and regulations, including all exceptions (amendments) thereto in force, and the practical effects thereof, and any suggestions it may have for the more effectual accomplishment of the purposes of this article. Such report shall be available for public inspection five (5) days after it shall have been delivered to the County Commission and

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sheriff. This annual report will be presented in the month of July.

- (g) The JCDS CSC shall provide for the implementation of the purposes of the JCDS CSC:
  - (i) *shall hold such hearings as may be required by law or such hearings as it may, in its discretion determine to be necessary, in accordance with these rules and regulations; and*
  - (ii) *shall have the powers to employ legal counsel and other professional services, at County expense, to assist the JCDS CSC in its duties;*
  - (iii) *shall have the power to initiate legal action in furtherance of the objections and purposes of the JCDS CSC; and*
  - (iv) *shall have all powers expressed in the Code or these Regulations and such other powers as may be fairly implied therefrom.*

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### **PART IV. ESTABLISHING A LIST OF ELIGIBLE CANDIDATES**

#### **Section 4.01 Application of this part**

Deputy vacancies not filled by promotion, reinstatement, reduction or non-competitive examination (provisional appointment), shall be filled in accordance with the provisions of this part.

#### **Section 4.02 JCDCSC to be notified by Appointing Officer or Sheriff**

The Appointing Officer or Sheriff shall notify the JCDCSC of any vacancy which he desires to fill by appointment. In conjunction with such notification, the Appointing Officer or Sheriff shall request that the names of three persons eligible for appointment be certified to him by the JCDCSC.

#### **Section 4.03 Procedure upon receipt of request from Appointing Officer or Sheriff**

Upon receipt of request for such names from the Appointing Officer or Sheriff the JCDCSC may certify to the Appointing Officer or Sheriff names from any existing list of eligible candidates from which appointments shall be made. Alternatively, JCDCSC may terminate any existing list of eligible candidates, or, if no such list exists, JCDCSC shall proceed to establish a new list of eligible candidates in accordance with these rules and regulations and certify names from the new list of eligible candidates to the Appointing Officer or Sheriff.

#### **Section 4.04 Public Notice (§7-14-9)**

- (a) Upon determining to establish a list of eligible candidates, the JCDCSC shall give public notice of the following:
- (i) *The fact that the JCDCSC will maintain or establish a list of eligible candidates; and*
  - (ii) *the requirements that must be satisfied in order to be placed on the list of eligible candidates; and*
  - (iii) *the date on which the written and other competitive examinations for the position will be begin.*
  - (iv) *Locations at which applications for the position may be obtained; and*
  - (v) *the last date on which applications for the position will be accepted by the JCDCSC; but not to prevent JCDCSC from having an open acceptance of applications.*
- (b) Each such notice shall be distributed at the discretion of the JCDCSC to assure a reasonably diverse applicant pool that a list of eligible candidates is being maintained.

#### **Section 4.05 Application for Eligibility Form**

- (a) Shall be available from all locations determined by the JCDCSC such as any County Clerk's Office, any County Commission Office, any Sheriffs' Office and any County Court House on a continuing basis during normal business hours Monday through Friday. This provision does not preclude the distribution of preliminary applications by anyone else nor does it preclude distribution at other times or electronically. The form shall request the data required by West Virginia Code and other information deemed necessary by the JCDCSC.
- (b) The following information must be submitted by the applicant:
- (i) *Full Legal Name*
  - (ii) *Age*
  - (iii) *Date of Birth*

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- (iv) Place of Birth*
- (v) Social Security Number*
- (vi) Physical Address*
- (vii) Email Address*
- (viii) Telephone Number(s)*
- (ix) United States Citizenship*
- (x) Military Experience*
- (xi) Certified Law Enforcement*
- (xii) Waiver of Liability to Perform Agility*
- (xiii) Swear and affirm*

(c) The completed application shall be submitted in person, by mail or email to:

Jefferson County Deputy Sheriffs Civil Service Commission  
c/o Jefferson County Clerk  
Jefferson County Courthouse  
100 East Washington Street  
PO Box 208  
Charles Town, WV 25414  
[JCDS CSC@jeffersoncountywv.org](mailto:JCDS CSC@jeffersoncountywv.org)

### **Section 4.06 JCDS CSC to establish eligible list –Notice of removal or disqualification**

- (a) JCDS CSC shall establish and maintain, by comprehensive evaluations and examinations, an eligible list from persons who make application for appointment under provisions of this part. The list of eligible candidates shall continue in full force and effect until:
  - (i) the list is exhausted by appointments therefrom or removal of names for other reasons;*
  - (ii) a resting or unused passage of three (3) years' time from the date the applicant completes the written exam.*

### **Section 4.07 Refusal of JCDS CSC to examine or certify (§7-14-10)**

- (a) JCDS CSC may refuse to examine an applicant, or after examination to certify as eligible one, who does not meet the requirements of this part, based upon information coming into its hands by way of the application, or any other source. Upon determining that an applicant will not be admitted to the examination, the JCDS CSC shall send a notice to the applicant at the address listed on his or her application. The applicant will then have a period of fourteen (14) calendar days to request a hearing before JCDS CSC. Failure to request a hearing within fourteen (14) calendar days of notice being mailed to the applicant's address on the application will be deemed a waiver of the applicant's right to contest the decision of JCDS CSC.
- (b) Any applicant removed from the list of eligible candidates due to failure to pass any portion of the testing, or disqualified by the JCDS CSC for any other reason shall be notified of such removal by the Clerk of the JCDS CSC by notice sent to the email address listed by the applicant on his or her application. The notice shall state that the applicant may request a hearing on his or her disqualification or removal provided that such request is made in writing, sent to the Clerk of the JCDS CSC and is actually received by the Clerk of the JCDS CSC within fourteen (14) calendar days from the date of the notice. Any applicant who fails to request a hearing within fourteen (14) calendar days shall have no right to contest his or her or her removal.

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### Section 4.08 News Media

Members of the press/news media shall be permitted to attend any examination for the appointments or promotions to all positions of deputy sheriff. No member of the press/news media will be permitted to film/photograph or any other form of electronic recording of any portion of the examination or the applicant. Additionally, no member of the press/news media will be permitted to disturb any applicant by asking questions, conducting interviews or broadcasts while the examination is being administered.

### Section 4.09 Examinations

- (a) JCDSCSC shall make rules and regulations providing for both competitive and medical examinations for the position of deputy sheriff in each such county subject to the provisions of this article, for appointments to the position of deputy sheriff. §7-14-7
- (b) All competitive examinations for appointments or promotions to all positions of deputy sheriff shall be practical in their character, and shall relate to such matters, and include such inquiries, as will fairly and fully test the comparative merit and fitness of the person or persons examined to discharge the duties of the position sought by or them. §7-14-9
- (c) Examinations can be given in any sequence at the discretion of the JCDSCSC or single Commissioner.
- (d) All exams shall be proctored by member(s) of the JCDSCSC. The JCDSCSC may request the assistance of its Clerk and Deputies.
- (e) Written Examination
  - (i) *JCDSCSC shall select an appropriate written examination which meets the requirements of West Virginia Code §7-14-9 and shall cause the same to be administered and promptly scored.*
  - (ii) *At least one member of the JCDSCSC will proctor and monitor each testing.*
  - (iii) *Each applicant will be required to appear in person at the time and place specified by the JCDSCSC.*
  - (iv) *Applicants must provide a government issued photo identification to the test proctors.*
  - (v) *The Written examination requires a minimum passing score of 60% in order for an applicant to be given further consideration.*
- (f) Retesting
  - (i) *All eligible applicants may retest at the next advertised testing date. The most recent test score shall be the score used for the Eligibility List.*
  - (ii) *Any applicant that has been previously removed from an eligibility list for cause, shall be permitted to retest at the next advertised testing date providing they meet the minimum requirements.*
- (g) Physical Fitness Examination

All applicants who require basic entry-level law enforcement training must achieve a passing score on all three (3) physical fitness examines listed below. These requirements are set forth by the West Virginia Law Enforcement & Professional Standards (LEPS) subcommittee §149-2-8(5)a. Currently LEPS uses a passing score of the 40th percentile of the Coopers Institute standards.

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- (i) *Push Ups*
- (ii) *Sit Ups*
- (iii) *1.5 mile run*

### Section 4.10 Computation of scores and compilation of list of eligible candidates

- (a) Applicants shall be ranked in the order of merit adding the below score cumulatively for a possible total score of 105 points.
  - (i) *Written examination of a possible 100 points.*
  - (ii) *Veteran preference shall receive an additional five (5) points in accordance with West Virginia Code §6-13-1.*
- (b) Examination scores will be posted at the office of the JCDCSC and at such other places designated by the JCDCSC.
- (c) Any applicant who wishes to challenge the accuracy of the scoring of his or her or her examination shall notify JCDCSC of his or her or her challenge within seven (7) calendar days after the results are posted at the office of the JCDCSC. After the results are posted for seven (7) calendar days, no challenge will be considered.

### Section 4.11 Anti-discrimination provision; prohibited inquiry (§7-14-14)

No question on the applications or the examinations mentioned in this part, whether oral or written, shall be framed or designed so as to illicit from any applicant information linked to such applicant's political or religious opinions or affiliations. No applicant shall be discriminated against on the basis of race, religion, color, nation origin, ancestry, sex, age, blindness, handicap or familial status.

### Section 4.12 Appointment from eligibility list (§7-14-11)

- (a) When requested by the Appointing Sheriff, JCDCSC will forward the names of at least the top three test scorer(s). In the event there is a tie score within the top three scorer(s), the names of those individuals that are tied will be included.
- (b) When an applicant has been passed over in favor of a candidate which ranks below that applicant on the eligible list on three occasions, the candidate shall be stricken from the current list of eligible candidates and disqualified from further consideration consistent with the provisions of West Virginia Code §7-14-11. This disqualification doesn't prevent the applicant from reapplying for the eligible list after six months.
- (c) An applicant certified by JCDCSC but not hired by the Sheriff for any reason shall have no right of appeal to JCDCSC as JCDCSC has no jurisdiction or authority over ultimate hiring decisions, only certification.
- (d) JCDCSC may remove or withhold from certification the name of an applicant from the list of eligible candidates for any of the following reasons:
  - (i) *Filing of a statement by the candidate eligible that he is not willing to accept appointment.*
  - (ii) *The candidate declines an appointment.*
  - (iii) *Failure to respond within seven (7) calendar days to any written inquire relative to availability for appointment.*
  - (iv) *Any cause specified for disqualifications in these rules.*

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- (v) Failure to report for duty or any appointment within the times prescribed by the appointing authority of the time given was reasonable.*
- (vi) Expiration of the term of eligibility on the eligible list.*
- (vii) No candidate shall be permitted to suspend or temporarily delay their eligibility.*

### **Section 4.13 Noncompetitive examination for filling vacancy; provisional appointment (§7-14-12)**

- (a)** Whenever there are urgent reasons for filling a vacancy in any position of deputy sheriff and there is no list of persons eligible for appointment after a competitive examination, the appointing Sheriff may nominate a person to JCDS CSC for noncompetitive examination;
- (b)** If such nominee shall be certified by the JCDS CSC as qualified, after such noncompetitive examination and a medical examination, he may be appointed provisionally to fill such vacancy until a selection and appointment can be made after competitive examination in the manner prescribed in this Article but the provisional appointment shall not continue for a longer period than three months, nor shall successive provisional appointments, be made to the same position, under the provisions of these rules.

### **Section 4.14 Reinstatement (§7-14-8)**

- (a)** In the event an applicant formerly served as a deputy sheriff in Jefferson County, the following guidelines must be adhered to:
  - (i) Must have served as a deputy sheriff in Jefferson County for a period of more than six months.*
  - (ii) Resigned as a deputy sheriff at a time when there were no charges of misconduct or other misfeasance pending against the applicant.*
  - (iii) Makes application for reinstatement within a period of two years next preceding the date of said application.*
  - (iv) At the time of said application, the applicant shall reside within Jefferson County, WV.*
  - (v) Is not sixty-five years of age or older.*
  - (vi) Shall undergo a medical examination as required in §7-14-9.*
  - (vii) Shall not be required to complete a written exam.*
- (b)** Upon determination by JCDS CSC that the applicant is eligible for reinstatement, a letter will be sent to the Sheriff.
- (c)** If the applicant shall be appointed by reinstatement, they shall be the lowest in rank in the Sheriff's office next above the probationers of the office.

**PART V. BACKGROUND INVESTIGATION**

The Office of the Sheriff conducts the background investigation on all applicants. Immediately upon receiving an Application for Eligibility List, the JCDS CSC will forward a copy to the Sheriff's office for their use. JCDS CSC shall consider the information presented and may certify or refuse to certify an applicant based upon the information available. In the alternative, JCDS CSC may request additional information or further investigation before determining whether or not to certify any applicant.

**PART VI. RANK STRUCTURE**

The Rank Structure shall be as follows as approved on August 5, 2021:

- (a) Captain,
- (b) Lieutenant
- (c) Sergeant
- (d) Corporal
- (e) Deputies as hired.

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## PART VII. PROMOTIONS

### Section 7.01 Vacancies (§7-14-11 & §7-14-13)

- (a) The Sheriff shall inform JCDCSC of any vacancy announcement in writing to the JCDCSC at the time a vacancy is available or his or her desire to dissolve such position.
- (b) Vacancies in positions of deputy sheriff shall be filled, so far as practicable, by promotion from among persons holding positions in the next lower grade.

### Section 7.02 Eligibility (§7-14-13)

- (a) No person shall be eligible for promotion from the lower grade to the next higher grade until such person shall have completed at least two years of service in the next lower grade:
- (b) The determination of eligibility for promotion shall be made as of the date the position is vacated. *Musick v. Loderee (Supreme Court of Appeals of West Virginia 1960)*
- (c) Promotions shall be based upon merit and fitness, to be ascertained by competitive examinations to be provided by the JCDCSC, and upon the superior qualifications of the persons promoted, as shown by their previous service and experience.
  - (i) ***Fitness:*** *Fitness will be determined by a medical examination per §7-14-9.*
  - (ii) ***Merit:*** *Merit will be determined by a competitive examination provided by JCDCSC.*
  - (iii) ***Previous Service:*** *The previous two (2) annual performance evaluations received in their current rank shall be used in consideration for promotions.*
  - (iv) ***Experience:*** *Consideration will be given to the time in service as deputy sheriff with the Jefferson County Sheriff's Office to include time of service in present rank if applicable.*
- (d) The promotional eligibility listing will expire immediately after the vacancy(s) is/are filled.

### Section 7.03 Competitive Examinations (§7-14-9)

- (a) The written examination is administered and shall be scheduled within 30 days of the vacancy announcement by the Sheriff.
- (b) Public Notice. Adequate public notice of the date, time and place of every competitive examination held, together with information as to the position to be filled by promotion, shall be given at least two weeks prior to such competitive examination. This notice shall be given in the following manner:
  - (i) *Notice of examination will be posted in a public place at the JCDCSC office.*
  - (ii) *A copy of notice of examination shall be given to the Sheriff.*
  - (iii) *A copy of notice of examination shall be given to the President of the Jefferson County Deputy Sheriffs Association.*
- (c) Written Examination
  - (i) *JCDCSC shall select an appropriate written examination which meets the requirements of West Virginia Code §7-14-9 and shall cause the same to be administered and promptly scored.*
  - (ii) *At least one member of the JCDCSC will proctor and monitor each testing.*
  - (iii) *Each applicant will be required to appear in person at the time and place specified by the JCDCSC.*
  - (iv) *Applicants must provide a government issued photo identification to the test proctors.*

# Rules and Regulations for Jefferson County Deputy Sheriffs Civil Service

## Section 7.04 Weight Assigned to Each Criteria

- (a) **Fitness:** Pass or Fail
- (b) **Merit:** Total percentage score received on the written examination.
- (c) **Previous Service:** Scores received on the two (2) most recent performance evaluations received in their current rank as of the date of the vacancy for which the person is being promoted shall be added and divided by the number of performance evaluations to obtain an average score. In the event only one (1) performance evaluation exists, the score from that performance evaluation will be used as the average.
- (d) **Experience:** Time in Service. The total months or partial months (days) of service from the appointment date with JCSO divided by 12.
- (e) The combined scores earned from Merit, Previous Service and Experience will be used to calculate the final promotional score.
- (f) Below is an example to demonstrate mathematically how the final promotional score will be calculated by the JCDSCSC:
  - (i) *Deputy XX scored 75 out of a possible score of 100 on the written promotional test.*
  - (ii) *On the date the position is vacated, Deputy XX has 10 years, 10 months and 10 days total time with the JCSO.*
  - (iii) *Deputy XX has had 10 performance appraisals in his or her current rank that averages out to 75.*

### 1) Calculations for Deputy XX

10 years x 12 months = 120 (1 point for each month of service)  
10 months = 10  
10 additional days divided into the number of days of the month that the test is administered. For this calculation assume it is a month with 30 days  
.10 divided into 30 = .333

Years of Service	120.000
Months of Service	10.000
Days of Service	.333

### 2) Promotional Score for Deputy XX

Time in Service score:	130.333
Written Promotional test score:	75
Average of 10 performance appraisals:	<u>75</u>
Final promotional score for Deputy XX	280.333

## Section 7.05 Distribution of the Promotional List

- (a) The list containing the final score for each candidate will be posted at the office of the JCDSCSC, listed in ranking order. The list will contain only the total score value and not each individual category.
- (b) The final scores will be sent to the JCSO, the President of the JCDSA and to each participating candidate.

## **Rules and Regulations for Jefferson County Deputy Sheriffs Civil Service**

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### **Section 7.06 Appointment**

- (a) The Sheriff shall make an appointment from the eligibility listing based on the ranking order.
- (b) In the event that the final promotional score results in a tie of two or more candidates, the Sheriff shall have sole discretion to select an appointment from said candidates.
- (c) The Sheriff will notify JCDS CSC, in writing, of his or her selection(s).

### **Section 7.07 Confirmation of Final Promotional Score**

A deputy who wishes to confirm how their final promotional score was calculated mathematically may request an appointment with JCDS CSC by submitting their request in writing via email to [jcdscsc@jeffersoncountywv.org](mailto:jcdscsc@jeffersoncountywv.org).

## **Rules and Regulations for Jefferson County Deputy Sheriffs Civil Service**

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### **PART VIII. GENERAL ENTITLEMENT TO HEARINGS; GRIEVANCES; REMOVAL; DISCHARGE; SUSPENSION; REDUCTION IN RANK; REDUCTION IN FORCE AND MAXIMUM AGE**

#### **Section 8.01 Application of this Part**

- (a) This Part shall govern and determine the right of an individual to a hearing before the JCDCSC, and it shall operate to supplement the other provisions of law granting such a right.
- (b) All hearings provided for in these Regulations shall be governed by the provisions relating to procedures found in Parts VII and VIII of these Regulations.

#### **Section 8.02 Persons Entitled to Hearing**

- (a) Any person aggrieved by the JCDCSC's refusal to accept an application for appointment or promotion, refusal to test or otherwise evaluate, refusal to certify as eligible, or any other act of the JCDCSC to the detriment of such person, shall be entitled to a hearing before the JCDCSC provided the aggrieved person files a written request for a hearing with the JCDCSC within fourteen (14) calendar days. Failure to request a hearing within fourteen (14) calendar days will be deemed a waiver of any right to a hearing.
- (b) Any member or group of members of the Office of the Sheriff or any other person who believes that any provisions of the Civil Service Act or of these Rules and Regulations has been violated by virtue of any order or instruction issued in the Office of the Sheriff, or any action or act of the JCDCSC, may petition the JCDCSC for a hearing provided the aggrieved person files a written request for a hearing with the JCDCSC within fourteen (14) calendar days. Failure to request a hearing within fourteen (14) calendar days will be deemed a waiver of any right to a hearing. The JCDCSC shall promptly consider any such petition, and may, in its discretion, grant such person or persons a hearing upon the issues identified in the petition. The JCDCSC does not have jurisdiction to manage the Office of the Sheriff, its jurisdiction is limited to matters of Civil Service law.
- (c) Any member of the Office of the Sheriff removed, discharged, suspended or reduced in rank or pay, shall be entitled to a hearing, providing that such person requests a hearing within fourteen (14) calendar days of any written notification of any such removal, discharge, suspension or reduction in rank or pay provided the aggrieved person files a written request for a hearing with the JCDCSC within fourteen (14) calendar days. Failure to request a hearing within fourteen (14) calendar days will be deemed a waiver of any right to a hearing.
- (d) Any member of the Office of the Sheriff who has suffered a punitive action ordered as a result of a hearing before a Hearing Board pursuant to WV Code §7-14C. Any member who claims to have suffered a punitive action without a Hearing Board may request a hearing provided the aggrieved person files a written request for a hearing with the JCDCSC within fourteen (14) calendar days. Failure to request a hearing within fourteen (14) calendar days will be deemed a waiver of any right to a hearing. Any such hearing will be limited to whether a Hearing Board should have been held. If a Hearing Board should have convened, the appeal will be remanded to the Hearing Board.

## **Rules and Regulations for Jefferson County Deputy Sheriffs Civil Service**

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- (e) The Sheriff may also appeal the decision of the Hearing Board if he or she believes the Sheriff's office would be adversely affected by the order or action of the Hearing Board.
- (f) Any member of the Office of the Sheriff sought to be removed by a citizen's petition provided for in WV Code §7-14-15, shall be entitled to a hearing, providing that such person request a hearing within fourteen (14) calendar days of notification of any such removal petition.

### **Section 8.03 Rules Applicable to Cases of Removal, Discharge, Suspension, Reduction in Rank or Reduction in Pay.**

#### **(a) Notice of Charges**

- (i) *In every case of removal, discharge, suspension or reduction in rank or pay, a copy of the statement of reasons shall be given to the deputy removed, discharged, suspended or reduced of the reasons therefore by the Sheriff.*
- (ii) *A copy of such statement shall also be forwarded to the JCDCSC for filing.*
- (iii) *Upon the filing of such notice, the deputy may demand a public hearing.*
- (iv) *If the deputy desires to file an answer to the charge against him, he shall do so within fourteen (14) calendar days of the receipt of such statement of reason from the Sheriff.*
- (v) *A copy of said answer shall be forwarded to the JCDCSC and to the Sheriff.*
- (vi) *Such answer shall contain a demand for a hearing if the deputy desires a hearing.*

#### **(b) Hearing**

- (i) *A hearing shall be held in accordance with the provisions of Parts VII and VIII of these Rules and Regulations, and shall be held within fourteen (14) calendar days of the filings of the charges in writing and demand for a hearing by the deputy, or the filing of the answer thereto, whichever shall last occur, unless a longer period of time is agreed to by the deputy.*
- (ii) *If an answer is filed, at least five (5) calendar days notice of the date, time and place of such hearing shall be given to the parties. The time for any hearing may be extended with the consent of the affected parties.*

#### **(c) Burden and Standard of Proof at Hearing -**

At such hearing, the burden of proof shall be upon the Sheriff to justify his or her action, by a preponderance of the evidence unless the West Virginia Rules of Civil Procedure provide a higher burden for any specific charge such as fraud.

#### **(d) Rules of Evidence**

- (i) *Irrelevant, immaterial, or unduly repetitious evidence shall be excluded.*
- (ii) *The rules of evidence as applied in civil cases in the Circuit Court of Jefferson County, West Virginia shall be followed.*
- (iii) *When necessary to ascertain facts not reasonably susceptible of proof under those rules, evidence not admissible thereunder may be admitted, except where precluded by statute, if it is of a type commonly relied upon by reasonably prudent men in the conduct of their affairs.*
- (iv) *The JCDCSC shall be bound by the rules of privilege recognized by law. Objections to evidentiary offers shall be noted in the record.*
- (v) *Any party to any such hearing may vouch the record as to any excluded testimony or other evidence.*

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- (vi) *All evidence, including papers, records, memoranda and documents in the possession of any party, of which it desires to avail itself, shall be offered and made a part of the record in the case, and no other factual information or evidence shall be considered in the determination of the case. Documentary evidence may be received in the form of copies or excerpts or by incorporation by reference.*
  - (vii) *Every party shall have the right of cross-examination of witnesses who testify, and shall have the right to submit rebuttal evidence.*
  - (viii) *The JCDS CSC may take notice of judicially cognizable facts. All parties shall be notified either before or during hearing, or by reference in preliminary reports or otherwise, of the material so noticed, and they shall be afforded an opportunity to contest the facts so noticed.*
  - (ix) *Upon motion in writing served by any party assigning error or omission in any part of any transcript of the proceedings had and testimony taken at any such hearing, the JCDS CSC shall settle all differences arising as to whether such transcript truly discloses what occurred at the hearing and shall direct that the transcript be corrected and revised in the respects designated so as to make it conform to the whole truth.*
- (e) **Reinstatement or Other Relief**
- (i) *If the Sheriff fails to show just cause for his or her action at said hearing, the deputy removed, discharged, suspended or reduced shall be reinstated with full pay forthwith, without any additional order, for the entire period during which the deputy may have been prevented from performing his or her usual employment, and no charges shall be officially recorded against the deputy's record.*
  - (ii) *A written record of all testimony taken at the hearing shall be kept and preserved by the JCDS CSC which record shall be sealed and not open to public inspection unless an appeal is taken from the action of the JCDS CSC.*

### **Section 8.04 Rules Applicable to Hearings Conducted by Reason of Petition for Vacating Appointments (§7-14-15)**

- (a) Any three residents of the County may file their written petition with the JCDS CSC thereof setting out therein the grounds upon which a deputy should be removed for violation of WV Code §7-14-15(a).
- (b) Notice of the filing of such petition shall be given by said JCDS CSC to the accused deputy, which notice shall require to file a written answer to the charges set out in the petition within thirty (30) calendar days of the date of such notice. Said answer shall contain a demand for a hearing if one is desired by the deputy; or without a demand therefore, the JCDS CSC may set a time for a public hearing on such charges, which hearing shall be within thirty (30) calendar days of the filing of said answer, subject however, to any continuances which may in the discretion of the JCDS CSC be granted.
- (c) The conduct of such hearing shall be in accordance with the provisions of Parts VIII and IX of these Rules and Regulations, and the relief granted by the JCDS CSC in the case of such petition shall be in accordance with the provisions of WV Code §7-14-15.

### **Section 8.05 Appeal From Decision of Conduct Review Board**

- (a) A Hearing Board has original jurisdiction to decide all cases of punitive action before punitive action is taken. If the proposed action is discharge, suspension or reduction in rank or pay, the punitive action may not be taken until ordered by the Hearing Board except that

## **Rules and Regulations for Jefferson County Deputy Sheriffs Civil Service**

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the Sheriff, or his or her designee, may immediately temporarily suspend from duty any deputy, pending an investigation, who reports on duty under the influence of alcohol or controlled substances or apparent emotional or mental distress which would prevent the deputy from performing his or her duties. In addition, punitive action may be taken prior to presentation to a Hearing Board if exigent circumstances exists.

- (b) The Sheriff may issue a written reprimand or order a transfer for purposes of punishment after providing the deputy with a notice of the reasons for such action and notice that the deputy is entitled to a hearing on the issues by a Hearing Board. The punitive action may be imposed immediately with the deputy having a right to appeal to the Hearing Board.
- (c) The JCDSCSC has original jurisdiction to determine appeals from Hearing Board Orders discharging, suspending and reducing a deputy in rank or pay. The JCDSCSC will hear all such appeals unless the parties stipulate to an appeal on the record established before the Hearing Board.
- (d) The JCDSCSC 's jurisdiction over written reprimands and transfers for the purpose of punishment is appellate only. Original jurisdiction over these disciplinary sanctions rests solely with the Hearing Board. The JCDSCSC will decide such issues based solely on the Hearing Board record.
- (e) The standard of review in cases decided on the record before the Hearing Board is substantial deference to the Hearing Board's findings of fact and review of the Hearing Board's legal conclusions. In all instances, the burden of proof to sustain the punitive action remains on the Sheriff.

### **Section 8.06 Reduction in Force.**

- (a) If for reasons of economy or other reasons it is deemed necessary by any appointing sheriff to reduce the number of his or her deputies, the Sheriff shall follow the procedure set forth in this subsection.
- (b) The reduction in the numbers of the deputies shall be effected by suspending the last person or persons, including probationers, who have been appointed as deputies.
- (c) The removal shall be accomplished by suspending the number desired in the inverse order of their appointment.
- (d) In the event the number of deputies is increased in numbers to the strength existing prior to the reduction of deputies, the deputies suspended under the terms of this subsection shall be reinstated in the inverse order of their suspension before any new appointments of deputies in Jefferson County are made.

### **Section 8.07 Maximum Age**

No deputy may serve as a deputy after attaining the age of sixty-five (65) years.

# Rules and Regulations for Jefferson County Deputy Sheriffs Civil Service

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## PART IX. HEARINGS

### Section 9.01 Application of this Part.

- (a) Unless otherwise specified in these or other rules and regulations, the rules in this section shall govern and apply to hearings conducted by the JCDS CSC pursuant to the authority vested in it under the laws of West Virginia or regulations promulgated pursuant thereto.

### Section 9.02 Hearings by the JCDS CSC; Presiding Officer

- (a) Hearings shall be conducted before the JCDS CSC.
- (b) The Presiding Officer at a hearing shall be designated by the President of the JCDS CSC and may be the President of the JCDS CSC or one of the Commissioners.
- (c) The name of the Presiding Officer shall be designated in the Notice of Hearing.

### Section 9.03 Powers of Presiding Officer

- (a) The Presiding Officer at every hearing may, subject to the rules set forth in this section shall conduct generally the hearing, and in connection therewith:
  - (i) *Cause the administration of oaths and affirmations*
  - (ii) *Issue subpoenas authorized by law*
  - (iii) *Rule on offers of proof and receive evidence*
  - (iv) *Permit evidentiary depositions to be taken and read as in civil actions in the Circuit Court of Jefferson County, West Virginia and discovery depositions with the consent of the Presiding Officer*
  - (v) *Regulate the course of the hearings*
  - (vi) *Dispose of procedural requests or other matters*
  - (vii) *Hold conferences for the settlement or simplification of the issues with the consent of the parties*
  - (viii) *Take any other action in connection with such hearing authorized by law or fairly implied in the jurisdiction of the JCDS CSC*
  - (ix) *With regard to each of these duties and powers, decisions by the Presiding Officer shall be subject to review by the full JCDS CSC.*
- (b) In all cases, final orders and final decisions shall be made by the JCDS CSC and entered by the County Clerk. In no case shall a Presiding Officer enter a final order or final decision.

### Section 9.04 Notice of Hearing; Contents of Notice

- (a) Unless otherwise specified in these Rules and Regulations, no hearing shall be conducted under these rules or otherwise unless the parties to the proceeding shall have received written notice.
- (b) Each written notice of the hearing shall contain the date, time and place of the hearing and a short and plain statement of matters which are to be the subject of or asserted at the hearing.

### Section 9.05 Place of Hearing

The date, time and place of each hearing shall be determined by the President of the JCDS CSC.

## **Rules and Regulations for Jefferson County Deputy Sheriffs Civil Service**

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### **Section 9.06 Representation at Hearings**

At hearings held pursuant to these Rules and Regulations, any party may represent himself or be represented by an attorney at law admitted to practice before any Circuit Court of West Virginia.

### **Section 9.07 Waiver of Evidentiary Presentation**

- (a) Parties entitled to an evidentiary hearing may waive such right in writing, but unless all parties file timely waivers, a hearing will be conducted. Parties waiving such hearing need not appear.
- (b) Any party who desires to submit written pleadings, comments or information in lieu of an evidentiary presentation may submit such documents to the Presiding Officer for consideration by the JCDSCSC.
- (c) Waivers must be unequivocal and request the JCDSCSC to decide the matter at issue on the pleadings and written record in case, including any stipulations the parties might enter.
- (d) When a hearing is waived under the provisions of this section, the written record in the case shall be submitted to the JCDSCSC for decision.

### **Section 9.08 Proposed Findings, Conclusions and Orders**

The Presiding Officer may request the submission of proposed findings of fact, conclusions of law and orders, together with a supporting brief. Such proposals and briefs, if submitted, shall be served upon all parties and shall contain adequate references to the authorities relied upon.

### **Section 9.09 Hearings Not Public Unless Requested**

- (a) Hearings conducted under these Rules and Regulations, except when the context clearly indicates otherwise, are considered personnel matters and are therefore private and not open to the public.
- (b) If the deputy who will be affected by the actions of the JCDSCSC requests a public hearing, the hearing will be open to the public.
- (c) The JCDSCSC reserves the right to close portions of any hearing to protect confidentiality and other legitimate reasons.
- (d) Deliberations of the JCDSCSC are not public.

### **Section 9.10 Final Decision by the JCDSCSC**

- (a) Upon completion of the proceedings provided for in these Rules and Regulations, the JCDSCSC shall review, consider and decide the case and enter, where appropriate, a final decision and order.
- (b) In cases where any Commissioner of JCDSCSC is not present at a hearing, the Presiding Officer shall forward the record in the case to that Commissioner for review, together with such written commentary and recommendations as the Presiding Officer deems appropriate. Such recommendation and commentary, if any, shall be made a part of the record of the case.

## **Rules and Regulations for Jefferson County Deputy Sheriffs Civil Service**

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### **PART X. Position Classification Plan**

#### **Section 10.01 Application of this Part.**

- (a) The JCDS CSC will prepare a Position Classification Plan (§7-14-6) that will include position descriptions for the Jefferson County Sheriff's Office.
- (b) The Plan will be developed as a separate attachment from these Rules and Regulations.
- (c) The plan will be updated as need requires.
- (d) The plan will be reviewed, not to exceed three (3) years.
- (e) Once the plan is complete and approved, a copy of the plan will be distributed to:
  - (i) *Jefferson County Sheriff*
  - (ii) *The President of JCDA*
  - (iii) *Jefferson County Commission*

#### **Section 10.02 The following are the position classifications for the Jefferson County Sheriff's Office:**

- (a) Captain
- (b) Lieutenant
- (c) Sergeant
- (d) Corporal
- (e) Deputy

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### **Attachment 1 Physical Ability Standards (149CSR2)**

- A. All applicants for basic entry-level training are required to perform Physical Ability Standards as set forth in WV Code Chapter 7 Article 14 and established under TITLE 149 LEGISLATIVE RULE GOVERNOR'S COMMITTEE ON CRIME, DELINQUENCY AND CORRECTION SERIES.
- B. Physical Ability standards for all applicants are the same for both male and female.
- C. A physical fitness exam will be administered to all applicants for the position of Deputy Sheriff.
- D. Each part of the exam is graded as PASS/FAIL. If an applicant fails one of the areas being tested, they will not be permitted to continue to the next test element.
- E. There are NO retests of any failed portion for this testing cycle.
- F. The Physical Fitness exam for applicants will consist of 3 tests. They are push-ups, sit-ups and a 1 ½ mile run.
  - a. Sit-ups (Muscular Endurance) - The applicant must successfully complete 28 bent-leg sit-ups in one (1) minute.
  - b. Push-ups (Absolute Strength) - The applicant must successfully complete 18 conventional push-ups in one (1) minute.
  - c. One and one-half mile run (Cardiovascular Capacity) - The score is the elapsed time in minutes and seconds required by the applicant to complete the run. The applicant must successfully complete the run in 14 minutes 36 seconds or less.

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## Attachment 2 Position Classification Plan (§7-14-6) Job Descriptions

### A. CAPTAIN

**Statement of Duties:** This position performs routine and specialized law enforcement organizing and planning work of the department including field operations, criminal investigations, and support services divisions to protect lives and property in carrying out the enforcement of Federal, State, and County laws and ordinances of Jefferson County. Employee is required to perform all similar or related duties. This position is a certified deputy and responds to calls for service, makes traffic stops, and writes reports as required.

**Supervision Required:** Under the general direction of the Chief Deputy, working from department policies and objectives the Captain is required to establish short and long-range plans and objectives, department performance standards and assumes direct accountability for department results. Consults with supervisor where clarification, interpretation, or exception to department policy may be required. The employee assists the Chief Deputy in the development of departmental policies, goals, objectives, and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

**Confidentiality:** Employee has access to confidential information in accordance with the State Public Records Law that is obtained during performance of regular position responsibilities including criminal records and investigations.

**Supervisory Responsibility:** Employee is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Plans, schedules, and coordinates work operations to meet schedules, deadlines, and priorities; revises work schedules to meet changes in workload or availability of manpower; makes recommendations to management regarding operational or personnel matters.

This position is the direct Supervisor of the Lieutenants; serves as department supervisor in the absence of the Sheriff and Chief Deputy. Duties shall include planning, organizing, and directing department operations.

**Judgment:** The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard and accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting, and applying federal state, and County laws, ordinances, or regulations.

**Complexity:** The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

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**Work Environment:** Work requires a high degree of individual tolerance to combinations of extremely unpleasant elements or mental stress from constant conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well-being and/or safety is constantly compromised such as police personnel. Employee may be required to work beyond normal business hours.

**Nature and Purpose of Relationship:** Relationships are constantly with co-workers, the public, and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view, or differences where skillful negotiating and achieving compromise is required to secure support, concurrence, and acceptance or compliance; one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee deals with the public and other individuals on behalf of the department to communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation. Employee may serve as a spokesperson for the department.

**Accountability:** The nature of the professional or technical work means that error in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines, or poor judgement could result in excessive costs, delay of service delivery, personal injury, missed deadlines, danger to public safety, loss of law enforcement certification, or adverse public relations.

**Occupational Risk:** Duties may involve frequent, reoccurring exposure to hazardous conditions such as but not limited to working with vehicles traveling at a high rate of speed, working with dangerous equipment or high voltage sources. Job frequently entails the possibility for serious injury or exposure to conditions that could result in total permanent disability or loss of life. Extreme care and safety precautions are required at all times.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Responsible for the review of work schedules for all personnel of the department and ensures that the duty schedule are in accordance with the department's mission and objectives.
2. Monitors all police radio traffic to assure that all calls for service are being answered in a timely fashion.
3. Enforces criminal and motor vehicle operating laws mandated and authorized by state laws and county ordinances.
4. Carries out various law enforcement activities including criminal investigations, interviews and interrogations.
5. Conducts searches and arrests when probable cause exists in keeping with the applicable laws of arrest, search and seizure.
6. Assists in patrol and traffic enforcement duties.
7. Participates in and assists in developing on-going training with subordinates.
8. Performs various administrative duties including the preparation of detailed written incident reports, payroll, and internal investigations.
9. Testifies in court proceeding when necessary.

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10. Oversees evidence technician reports, procedures and conducts spot evidence audits when necessary.
11. Accompanies and maintains custody of individuals being taken to jail, court, or detention centers; maintains peace and security of the courts.
12. Locates and arrests persons wanted in Jefferson County and fugitives from other States and extraditing wanted person to Jefferson County.
13. Responds to the scene of crimes or incidents to supervise and/or assist subordinates whenever possible.
14. Responds to all high risk calls, SRT callouts, and major incidents and accidents.

### **Recommended Minimum Qualifications**

**Education and Experience:** High School Degree or equivalent per WV Code §30-29-14 and minimum of two years as a Lieutenant with the Jefferson County Sheriff's Office per WV Code §7-14-13.

### **Special Requirements:**

Possession of a Valid US State Issued Driver's License

Obtain WV Police Certification that is recognized and approved by LEPSIS

Obtain and maintain Firearms Certification

### **Knowledge, Abilities, and Skill:**

**Knowledge:** Knowledgeable of West Virginia Laws, the U. S. Constitution, and the County ordinances relative to law enforcement. Knowledge and ability to safely handle weapons, search and seizure, evidence, and court proceedings, and to apprehend violent persons. Knowledge of Department Policies and Procedures.

**Abilities:** Ability to handle and carry out law enforcement duties during emergency situations often under adverse weather and stressful, life threatening conditions. Ability to deal with disgruntled or violent members of the public in a safe and tactful manner. Ability to independently research laws or legal briefs for guidance. Ability to relay appropriate information to the public about investigations.

**Skill:** Excellent oral and written communication skills. Excellent physical skills to be able to protect yourself and others. Common sense skill is required to determine the most appropriate response to emergency situations. Technical skill in operating police vehicles, firearms, and various types of police equipment in a safe and effective manner often under adverse weather and life threatening conditions.

### **Physical and Mental Requirements:**

*The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Work involves frequent and recurring assignments requiring strenuous effort and endurance or quick reflexes to perform the work, such as lifting and carrying on a continuous basis for extended periods of time, or regular travel on foot over rough terrain or barriers, or the potential need to subdue or restrain violent persons or animals.

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**Motor Skills:** Duties may involve close hand and eye coordination and physical dexterity. Manipulation, and motor control under conditions that may require extreme accuracy to be critical. The manual skills required are comparable to those which might be needed in firing a gun or operating safety vehicles at a high rate of speed and under adverse weather conditions as well as over rough terrain.

**Visual Skills:** Employee is constant required to read documents for general understanding and routinely for analytical purposes and to review non-written documents and to determine color differences.

**Communication Skills:** The ability to speak, read, write and comprehend the English language.

## **Rules and Regulations for Jefferson County Deputy Sheriffs Civil Service**

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### **B. LIEUTENANT**

**Statement of Duties:** This position performs routine and specialized police law enforcement organizing and planning work of the department including field operations, criminal investigations and support service divisions to protect lives and property in carrying out the enforcement of Federal, State and County laws and ordinances in Jefferson County. Employee is required to perform all similar or related duties.

**Supervision Required:** Under the general direction of the Captain, working from department policies and objectives the employee is required to establish short and long-range plans and objectives, department performance standards and assumes direct accountability for department results. Consults with supervisor where clarification, interpretation, or exception to department policy may be required. The employee assists the Sheriff in the development of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which may arise and coordinate with others as necessary.

**Confidentiality:** Employee has access to confidential information on a department-wide basis in accordance with the State Public Records Law that is obtained during performance of regular position responsibilities including criminal records and investigations.

**Supervisory Responsibility:** Employee is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; makes recommendations to management regarding operational or personnel matters.

Serves as department supervisor in the absence of the Sheriff, duties shall include planning, organizing and directing department operations.

**Judgment:** The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state, and County laws, ordinances, or regulations.

**Complexity:** The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Work Environment:** Work requires a high degree of individual tolerance to combinations of extremely unpleasant elements or mental stress from constant conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well being and/or safety is constantly compromised such as law enforcement

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personnel. Employee may be required to work beyond normal business hours in response to emergency situations.

**Nature and Purpose of Relationship:** Relationships are constantly with co-workers, the public and with groups and/or individuals who may have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee deals with the public and other individuals on behalf of the department to communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation. Employee may serve as a spokesperson for the department.

**Accountability:** The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, personal injury, missed deadlines, danger to public safety, loss of law enforcement certification, or adverse public relations.

**Occupational Risk:** Duties may involve frequent, recurring exposure to hazardous conditions, such as working at heights in excess of thirty feet or with dangerous equipment or high voltage sources. Job frequently entails the possibility for serious injury or exposure to conditions that could result in total permanent disability or loss of life. For example, danger of physical attack or work during extreme weather conditions. Extreme care and safety precautions are required at all times.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Reviews the status of each case including criminal cases and accident files to determine if additional investigation/follow-up is required and makes a note to the reporting deputy of any changes or corrections needed to complete each report or in the furtherance of an investigation.
2. Responsible for the review of work schedules for all personnel of the department and ensures that duty schedules are in accordance with the department's mission and objectives.
3. Reviews all requests for leave of absence for approval or denial.
4. Organizes and directs subordinates of their work assignments for the remainder of the tour of duty.
5. Monitors all police radio traffic to assure that all calls for service are being answered in a timely manner.
6. Enforces criminal and motor vehicle operating laws mandated and authorized by state laws and county ordinances.
7. Carries out various law enforcement activities including criminal investigations, interviews and interrogations.
8. Conducts searches and arrests when probable cause exists in keeping with the applicable laws of arrest, search and seizure.
9. Assists in patrol and traffic enforcement duties.
10. Participates in and assists in developing on-going training with subordinates.

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11. Performs various administrative duties including the preparation of detailed written incident reports, payroll and reports.
12. Testifies in court proceedings when necessary.
13. Oversees evidence technician reports, procedures and conducts spot evidence audits when necessary.
14. Accompanies and maintains custody of individuals being taken to jail, court or detention centers; maintains peace and security of the courts.
15. Serves civil process including the execution of writs/court orders.
16. Locates and arrests persons wanted in Jefferson County and fugitives from other states and extraditing wanted persons to Jefferson County.
17. Responds to scene of crimes or incidents to supervise and/or assist subordinates whenever possible.

### **Recommended Minimum Qualifications:**

**Education and Experience:** High School Degree or equivalent per WV Code §30-29-14 and minimum of two years as a Sergeant with the Jefferson County Sheriff's Office per WV Code §7-14-13.

### **Special Requirements:**

Possession of a Valid US State Issued Driver's License  
Obtain WV Police Certification that is recognized and approved by LEPSIS  
Obtain and maintain Firearms Certification

### **Knowledge, Abilities and Skill**

**Knowledge:** Knowledgeable of West Virginia laws, the U.S. Constitution, and the County ordinances relative to law enforcement. Knowledge and ability to safely handle weapons, search and seizure, evidence and court proceedings and to apprehend violent persons.

**Abilities:** Ability to handle and carry out law enforcement duties during emergency situations often under adverse weather and stressful, life threatening conditions. Ability to deal with disgruntled or violent members of the public in a safe and tactful manner. Ability to independently research laws or legal briefs for guidance.

**Skill:** Excellent oral and written communication skills. Excellent physical skills to be able to protect yourself and others. Common sense skill is required to determine the most appropriate response to emergency situations. Technical skill in operating police vehicles, fire arms and various types of police equipment in a safe and effective manner often under adverse weather and life threatening conditions.

### **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Work involves frequent and recurring assignments requiring strenuous effort and endurance or quick reflexes to perform the work, such as lifting and carrying on a continuous basis for extended periods of time, or regular travel on foot over rough terrain or barriers, or the potential need to subdue or restrain violent persons or animals.

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**Motor Skills:** Duties may involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions that may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed in firing a gun, or operating safety vehicles at a high rate of speed and under adverse weather conditions as well as over rough terrain.

**Visual Skills:** Employee is constantly required to read general documents for general understanding and routinely for analytical purposes and to review non-written documents and to determine color differences.

**Communication Skills:** The ability to speak, read, write and comprehend the English language.

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### **C. SERGEANT**

**Statement of Duties:** This position performs routine and specialized administrative and supervisory police work including criminal investigations, employee training and patrol activities to protect lives and property in carrying out the enforcement of Federal, State and County laws and ordinances in Jefferson County. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general supervision of a Lieutenant, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods.

**Confidentiality:** Employee has access to confidential information in accordance with the State Public Records Law that is obtained during performance of regular position responsibilities including criminal records and investigations.

**Supervisory Responsibility:** Employee is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; makes recommendations to management regarding operational or personnel matters.

Serves as the second-line supervisor in the absence of the Lieutenant, duties shall include planning, organizing and directing the activities of the Sheriff's department.

**Judgment:** The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying Federal, State, and County laws, ordinances, or regulations.

**Complexity:** The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Work Environment:** Work requires a high degree of individual tolerance to combinations of extremely unpleasant elements or mental stress from constant conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well being and/or safety is constantly compromised such as police personnel. Employee may be required to work beyond normal duty hours.

**Nature and Purpose of Relationship:** Relationships are constant with co-workers, the public and with groups and/or individuals who may have conflicting opinions or objectives, diverse points of

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view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee deals with the public and other individuals on behalf of the department to communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

**Accountability:** The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, personal injury, missed deadlines, danger to public safety, loss of police officer certification, or adverse public relations.

**Occupational Risk:** Duties may involve frequent, recurring exposure to hazardous conditions, such as working at heights in excess of thirty feet or with dangerous equipment or high voltage sources. Job frequently entails the possibility for serious injury or exposure to conditions that could result in total permanent disability or loss of life. For example, danger of physical attack or work during extreme weather conditions. Extreme care and safety precautions are required at all times. Extreme care and safety precautions are required at all times.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. At the beginning of the tour of duty, secures all information pertinent to the proper conduct of business from the shift supervisor on the proceeding shift.
2. Conducts a shift briefing at the beginning of the tour of duty, reviewing all paper work, Family Protect Orders and process, reports, and other assignments.
3. Organizes and directs subordinates of their work assignments for the remainder of the tour of duty.
4. Monitors all police radio traffic to assure that all calls for service are being answered in a timely manner.
5. Enforces criminal and motor vehicle operating laws mandated and authorized by state laws and county ordinances.
6. Carries out various law enforcement activities including criminal investigations, interviews and interrogations.
7. Conducts searches and arrests when probable cause exists in keeping with the applicable laws of arrest, search and seizure.
8. Performs various administrative duties including the preparation of detailed written incident reports, payroll and reports as needed.
9. Testifies in court proceedings when necessary.
10. Oversees evidence technician reports, procedures and conducts spot evidence audits when necessary.
11. Accompanies and maintains custody of individuals being taken to jail, court or detention centers including mental health transports; maintains peace and security of the courts.
12. Serves civil process including the execution of writs/court orders.

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13. Locates and arrests persons wanted in Jefferson County and fugitives from other states and extraditing wanted persons to Jefferson County.
14. Responds to scene of crimes or incidents to supervise and/or assist subordinates whenever possible.

### **Recommended Minimum Qualifications:**

#### **Education and Experience:**

High School Degree or equivalent per WV Code §30-29-14 and minimum of two years as a Corporal with the Jefferson County Sheriff's Office per WV Code §7-14-13.

#### **Special Requirements:**

Possession of a Valid US State Issued Driver's License

Obtain WV Police Certification that is recognized and approved by LEPSIS

Obtain and maintain Firearms Certification

#### **Knowledge, Abilities and Skill**

**Knowledge:** Knowledgeable of West Virginia laws, the U.S. Constitution, and Jefferson County ordinances relative to law enforcement. Knowledge and ability to safely handle weapons, search and seizure, evidence and court proceedings and to apprehend violent persons.

**Abilities:** Ability to handle and carry out law enforcement duties during emergency situations often under adverse weather and stressful, life threatening conditions. Ability to deal with disgruntled or violent members of the public in a safe and tactful manner. Ability to independently research laws or legal briefs for guidance.

**Skill:** Excellent oral and written communication skills. Excellent physical skills to be able to protect yourself and others. Common sense skill is required to determine the most appropriate response to emergency situations. Technical skill in operating police vehicles, fire arms and various types of police equipment in a safe and effective manner often under adverse weather and life threatening conditions.

#### **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Work involves frequent and recurring assignments requiring strenuous effort and endurance or quick reflexes to perform the work, such as lifting and carrying on a continuous basis for extended periods of time, or regular travel on foot over rough terrain or barriers, or the potential need to subdue or restrain violent persons or animals.

**Motor Skills:** Duties may involve close hand and eye coordination and physical dexterity. manipulation and motor control under conditions that may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed in firing a gun, or operating safety vehicles at a high rate of speed and under adverse weather conditions as well as over rough terrain.

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**Visual Skills:** Employee is constantly required to read documents for general understanding, for analytical purposes and to determine color differences.

**Communication Skills:** The ability to speak, read, write and comprehend the English language.

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## D. CORPORAL

**Statement of Duties:** This position performs routine and specialized administrative and supervisory police work including criminal investigations, employee training and patrol activities to protect lives and property in carrying out the enforcement of Federal, State and County laws and ordinances in Jefferson County. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general supervision of a Sergeant, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods.

**Confidentiality:** Employee has access to confidential information in accordance with the State Public Records Law that is obtained during performance of regular position responsibilities including criminal records and investigations.

**Supervisory Responsibility:** Employee, as a regular and continuing part of the job, leads other employees in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the employees being led.

Serves as the first-line supervisor in the absence of the Sergeant; conducts a shift briefing at the beginning of the tour of duty, reviewing paperwork, family protection orders and process reports etc.

**Judgment:** The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying Federal, State, and County laws, ordinances, or regulations.

**Complexity:** The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Work Environment:** Work requires a high degree of individual tolerance to combinations of extremely unpleasant elements or mental stress from constant conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well being and/or safety is constantly compromised such as police personnel. Employee may be required to work beyond normal duty hours.

**Nature and Purpose of Relationship:** Relationships are constant with co-workers, the public and with groups and/or individuals who may have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure

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support, concurrence and acceptance or compliance; one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee deals with the public and other individuals on behalf of the department to communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

**Accountability:** The nature of the professional or technical work means that errors in analysis, techniques or recommendations could be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, personal injury, missed deadlines, danger to public safety, loss of police officer certification, or adverse public relations.

**Occupational Risk:** Duties may involve frequent, recurring exposure to hazardous conditions, such as but not limited to working with vehicles traveling at a high rate of speed, working with dangerous equipment or high voltage sources. Job frequently entails the possibility for serious injury or exposure to conditions that could result in total permanent disability or loss of life. Extreme care and safety precautions are required at all times.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Enforces criminal and motor vehicle operating laws mandated and authorized by state laws and county ordinances.
2. Carries out various law enforcement activities including criminal investigations, interviews and interrogations.
3. Conducts searches and arrests when probable cause exists in keeping with the applicable laws of arrest, search and seizure.
4. Assists in patrol and traffic enforcement duties.
5. Participates in and assists in developing on-going training with subordinates.
6. Performs various administrative duties including the preparation of detailed written incident reports, payroll and reports.
7. Testifies in court proceedings when necessary.
8. Oversees evidence technician reports, procedures and conducts spot evidence audits when necessary.
9. Accompanies and maintains custody of individuals being taken to jail, court or detention centers including mental health transports; maintains peace and security of the courts.
10. Serves civil process including the execution of writs/court orders.
11. Locates and arrests persons wanted in Jefferson County and fugitives from other states and extraditing wanted persons to Jefferson County.
12. Responds to scene of crimes or incidents to supervise and/or assist subordinates whenever possible.

### **Recommended Minimum Qualifications:**

**Education and Experience:** High School Degree or equivalent per WV Code §30-29-14 and minimum of two years as a Deputy with the Jefferson County Sheriff's Office per WV Code §7-14-13.

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### **Special Requirements:**

Possession of a Valid US State Issued Driver's License  
Obtain WV Police Certification that is recognized and approved by LEPSIS  
Obtain and maintain Firearms Certification

### **Knowledge, Abilities and Skill**

**Knowledge:** Knowledgeable of West Virginia laws, the U.S. Constitution, and Jefferson County ordinances relative to law enforcement. Knowledge and ability to safely handle weapons, search and seizure, evidence and court proceedings and to apprehend violent persons.

**Abilities:** Ability to handle and carry out law enforcement duties often during emergency situations, adverse weather conditions, stressful and life threatening conditions. Ability to deal with disgruntled or violent members of the public in a safe and tactful manner. Ability to independently research laws or legal briefs for guidance.

**Skill:** Excellent oral and written communication skills. Excellent physical skills to be able to protect yourself and others. Common sense skill is required to determine the most appropriate response to emergency situations. Technical skill in operating police vehicles, firearms and various types of police equipment in a safe and effective manner often under adverse weather and life threatening conditions.

### **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Work involves frequent and recurring assignments requiring strenuous effort and endurance or quick reflexes to perform the work, such as lifting and carrying on a continuous basis for extended periods of time, or regular travel on foot over rough terrain or barriers, or the potential need to subdue or restrain violent persons or animals.

**Motor Skills:** Duties may involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions that may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed in firing a gun, or operating safety vehicles at a high rate of speed and under adverse weather conditions as well as over rough terrain.

**Visual Skills:** Employee is constantly required to read general documents for general understanding and routinely for analytical purposes and to determine color differences.

**Communication Skills:** The ability to speak, read, write and comprehend the English language.

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### **E. DEPUTY**

**Statement of Duties:** This position performs routine and specialized police law enforcement work to protect lives and property in carrying out the enforcement of Federal, State and County laws and ordinances in Jefferson County. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general supervision, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions.

**Confidentiality:** Employee has access to confidential information in accordance with the State Public Records Law that is obtained during performance of regular position responsibilities such as criminal records and investigations.

**Supervisory Responsibility:** Employee, as a regular and continuing part of the job, leads other employees in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the employees being led.

**Judgment:** The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying Federal, State, and County laws, ordinances, or regulations.

**Complexity:** The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Work Environment:** Work requires a high degree of individual tolerance to combinations of extremely unpleasant elements or mental stress from constant conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well being and/or safety is constantly compromised. Employee may be required to work beyond normal duty hours.

**Nature and Purpose of Relationship:** Relationships are constant with co-workers, the public and with groups and/or individuals who may have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee deals with the public and other individuals on behalf of the department

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to communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

**Accountability:** The nature of the professional or technical work means that errors in analysis, techniques or recommendations could be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, personal injury, missed deadlines, danger to public safety, loss of police officer certification or adverse public relations.

**Occupational Risk:** Duties may involve frequent, recurring exposure to hazardous conditions, such as but not limited to working with vehicles traveling at a high rate of speed. Job frequently entails the possibility of serious personal injury, danger to public safety, or exposure to conditions that could result in total permanent disability or loss of life. Extreme care and safety precautions are required at all times.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Patrols designated zones within the County and respond to incidents and complaints relayed through the department's dispatcher.
2. Conducts traffic control and enforcement of laws and regulations as necessary.
3. Conducts searches and arrests when probable cause exists in keeping with the applicable laws of arrest, search and seizure.
4. Conducts preliminary investigations.
5. Maintains assigned equipment and motor vehicle in proper working condition.
6. Performs various administrative duties including the preparation of detailed written incident reports, citation log and other reports as necessary.
7. Testifies in court proceedings when necessary.
8. Accompanies and maintains custody of individuals being taken to jail, court, or detention centers including mental health transports; maintains peace and security of the courts.
9. Reviews crime trends to detect if special attention is needed; assists in the preparation of operation plans.
10. Participates in various public and school education programs including neighborhood meetings as needed; advises businesses about safety issues in an effort to prevent crime.
11. Participates in special events as assigned.
12. Assists other members of the department when needed.

### **Recommended Minimum Qualifications:**

**Education and Experience:** High School Degree or equivalent per WV Code §30-29-14

### **Special Requirements:**

Possession of a Valid US State Issued Driver's License

Obtain WV Police Certification that is recognized and approved by LEPSIS

### **Knowledge, Abilities and Skill**

**Knowledge:** Knowledgeable of West Virginia laws, the U.S. Constitution, and Jefferson County ordinances relative to law enforcement. Knowledge and ability to safely handle

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weapons, search and seizure, evidence and court proceedings and to apprehend violent persons.

**Abilities:** Ability to handle and carry out law enforcement duties often during emergency situations, adverse weather conditions, stressful and life threatening conditions. Ability to deal with disgruntled or violent members of the public in a safe and tactful manner. Ability to independently research laws or legal briefs for guidance.

**Skill:** Excellent oral and written communication skills. Excellent physical skills to be able to protect yourself and others. Common sense skill is required to determine the most appropriate response to emergency situations. Technical skill in operating police vehicles, firearms and various types of police equipment in a safe and effective manner often under adverse weather and life threatening conditions.

### **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Work involves frequent and recurring assignments requiring strenuous effort and endurance or quick reflexes to perform the work, such as lifting and carrying on a continuous basis for extended periods of time, or regular travel on foot over rough terrain or barriers, or the potential need to subdue or restrain violent persons or animals.

**Motor Skills:** Duties may involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions that may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed in firing a gun, or operating safety vehicles at a high rate of speed and under adverse weather conditions as well as over rough terrain.

**Visual Skills:** Employee is constantly required to read documents for general understanding for analytical purposes and to determine color differences.

**Communication Skills:** The ability to speak, read, write and comprehend the English language.