

York County Judicial Center

York, Pennsylvania 17401

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QUALIFICATIONS – DEPUTY SHERIFF

- Individuals within this position shall be twenty-one years of age or older.
- In good physical condition with weight and height requirements of comparable normality.
- Possess a valid Pennsylvania operator's license.
- Not have any prior or pending criminal record and/or conviction(s), other than minor traffic violations or have any pending civil actions.
- High school diploma or equivalent and advanced education or training within a certified law enforcement program, or a degree in criminal justice (or related field of study) or a combination of the above.

JOB DESCRIPTION & DUTIES – DEPUTY SHERIFF

The position of Deputy Sheriff is a law enforcement position requiring advanced education and/or experience and training. A Deputy Sheriff is a sworn law enforcement officer charged to uphold the laws of the County of York, the Commonwealth of Pennsylvania and the United States of America.

01. Attend and successfully complete the Deputy Sheriff's Basic Training Academy and be issued a certification number by the Deputy Sheriff's Education and Training Board within one year of date of hire.
02. Successfully complete the probationary period of employment as set forth by the Sheriff.
03. Attend and successfully complete all Continuing Education as set forth by the Deputy Sheriff's Education and Training Board at times and dates as set forth by said board.
04. Attend and successfully complete all in-service training as provided by the Training Division within the Sheriff's Office.
05. Serve the Court of Common Pleas of York County including but not limited to:

- a. Service of all Civil Process including Writs of Execution, making levies and seizing property.
 - b. Service of warrants including making arrest(s) and all procedures pertaining thereto.
 - c. Service of Protection From Abuse (P.F.A.) orders, including eviction of defendants and confiscation of weapons.
 - d. Provide security to Judges, juries, defendants, plaintiffs, employees, prisoners and all other persons within the York County Courthouse and other county facilities.
06. Provide assistance to other agencies such as Probation, Domestic Relations, Children and Youth Services, etc.
 07. Prevention of crime and criminality, including detection and apprehension of criminals. To examine any person whom he/she believes to be engaged in unlawful activity and investigate or assist the proper agency in the investigation of such persons or activity within the scope of his/her authority.

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08. Assist other law enforcement agencies when needed.
09. Perform routine tasks and resolve differences.
10. Act as a representative of the Sheriff with his same authority.
11. Prisoner transport to and from court and any medical facility for emergency treatment. Prisoner transport to and from state and federal correctional/mental institutions. The Deputy shall be responsible for the safety of all prisoners within his care, custody and control and shall give priority to the responsibility of that prisoner while in his custody.
12. A Deputy Sheriff is subject to call-out in a time of emergency and will respond with reasonable expedience and effort.
13. Issue permits to carry firearms and perform background investigations.
14. Issue firearms licenses to county firearm dealers.
15. A Deputy Sheriff may be required to conduct investigations.
16. Many of the duties of a Deputy Sheriff are prescribed by applicable rules and procedures of which the Deputy must have knowledge and understanding.

17. A Deputy Sheriff must comply with and enforce laws, ordinances, rules and regulations with firmness and impartiality in a manner that brings no disrespect to the Office of Sheriff.
18. A Deputy Sheriff is required to complete forms and written reports. He/she must have the ability to recall detail and write in a grammatically correct manner that communicates all points in an understandable way to the reader of said documents.
19. A Deputy Sheriff may require physical effort in restraining and subduing individuals. These type tasks may prove to be hazardous.
20. A Deputy Sheriff must be able to take and follow orders.
21. A Deputy Sheriff must have the ability to give orders and supervise the implementation thereof in a manner that brings no disrespect upon the Office of Sheriff.
22. A Deputy Sheriff must have the ability to learn within a short period of time the variety of rules and procedures relating to his/her duties.
23. A Deputy Sheriff must have the ability to learn the correct use of firearms, O.C. pepper spray, expandable and straight police batons, handcuffs, leg restraints and such other restraining devices, which may be authorized by the Sheriff.
24. A Deputy Sheriff must have the ability to learn and practice methods of emergency first aid and CPR.
25. A Deputy Sheriff must be able to react quickly and calmly in an emergency situation.
26. A Deputy Sheriff will, at all times whether on or off duty, adhere to all policies of the Sheriff's Office as recorded in the "*Rules and Procedures Manual.*"
27. A Deputy Sheriff must perform all of the aforementioned duties in a manner that reflects positively on the Office of Sheriff.

The above qualifications, job description and duties of a Deputy Sheriff with the York County Sheriff's Office have been adopted and approved by Sheriff William M. Hose on 09 February 2000.

Sheriff William M. Hose