

**SPECIAL DEPUTY SHERIFF**  
**Option 1: Law Enforcement**  
**Option 2: Background Investigations**

**Definition:**

Under supervision, to perform routine law enforcement work on a limited term basis as needed by the Sheriff's Office and to do related work as required.

**Distinguishing Characteristics**

This classification is established for use by the Sheriff's Office where extra help or limited term assignments are needed. Due to the unique nature of the assignments and the limited availability of reserve deputies and others with experience in law enforcement work, the age and physical requirements found in the Deputy Sheriff classification are waived.

**Essential Functions:**

**Option 1 – Law Enforcement:**

- Acts as a Deputy Sheriff assigned to a detentions setting; responsible for receiving, booking, supervising and searching prisoners.
- Prepares complete and accurate reports as required in various areas of law enforcement.
- Transports, guards and/or escorts inmates to specified locations inside and outside detentions facilities.
- Assists as a bailiff or guard in all county courts.
- Attends training.
- As determined by the Sheriff and under supervision, performs other law enforcement related duties as assigned.
- May perform the functions described under Option 2 - Background Investigations.
- Performs other related duties as required.

**Option 2 – Background Investigator:**

- Conducts thorough background investigations on sworn and civilian applicants.
- Obtains and reviews records from various data systems to determine candidate suitability.
- Interviews employers, co-workers, neighbors, personal references and other persons relevant to the background investigation.
- Prepares detailed and accurate reports in order to allow a reviewer to draw reasonable and logical conclusions about the perspective candidates.
- Performs other related duties as required, but is precluded from performing law enforcement duties as described under Option 1 - Law Enforcement.

**Employment Standards:**

**Option 1 – Law Enforcement:**

High school diploma, G.E.D. or equivalent AND possession of a current Basic or higher P.O.S.T. Certificate OR successful graduation from a California P.O.S.T. approved Police or Sheriff's Academy (Basic peace Officer Course) within the last three (3) years.

OR

A Current Level II reserve Deputy/Officer status for assignments in metro Court.

Possession of a California Class C Driver's License; specialized licenses required for some assignments.

**Option 2 – Background Investigator:**

High school diploma, G.E.D. or equivalent AND a minimum of one (1) year of investigative experience with a law enforcement agency.

Possession of a California Class C Driver's License; specialized licenses required for some assignments.

**Knowledge of:** Federal, State, and County codes and ordinances and department rules and regulations relating to law enforcement; modern approved principles and procedures of law enforcement work; court and evidence procedures; court decisions affecting law enforcement practices; public relations and communication skills and arithmetic calculations.

**Ability to:** read and write at a level necessary to perform the duties of a Deputy Sheriff; read and understand County ordinances, State laws, general literature pertaining to law enforcement, departmental orders, policies, procedures and instructions; adopt quick, effective courses of action, with regard to surrounding hazards and circumstances; write clear concise reports; understand and follow directions; learn proper radio procedures and the use and care of various equipment.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.

Revised  
October 2011  
#4498  
JS4498