



**COUNTY OF FRESNO**  
**ESSENTIAL FUNCTIONS INVENTORY FORM**



- A. Department: Sheriff's Office    Division: 3111  
B. Classification Title: RESERVE OFFICER (XHELP)  
C. Position Number:    Working Title: CSUF RESERVE DEPUTY SHERIFF (XHELP)

**D. SAMPLES OF DUTIES:**

1. Attends the Basic Peace Officers Academy, maintaining at least minimum levels of proficiency at all levels of training.
2. Develops and maintains good relations with the general public, and exchanges crime related and general information with other law enforcement agencies.
3. Serves legal papers such as subpoenas, summonses, complaints, writs of attachment, execution, and restitution.
4. Assists in operating a communications radio to transmit and receive messages from radio-equipped vehicles and other station
5. Maintains required records and prepares reports.
6. Takes routine crime reports over the telephone.
7. May compile statistical data for use in preparing reports and surveys.
8. May act as a liaison between the Department and other County departments, public agencies, and public and private service organizations in the community.
9. May assist Deputy Sheriffs on routine calls, which are non-criminal in nature.
10. May assist in the monitoring of crime scenes to ensure the identification, preservation, and collection of evidence, the interviewing of witnesses of crimes to ascertain the facts, and the interrogation of suspects involved in or suspected to be involved in criminal activities.
11. May be assigned to hospital guard shifts.

**E. KNOWLEDGE, SKILLS AND ABILITIES:**

1. Basic law enforcement practices, procedures and terminology;
2. Basic care and operation of firearms and other law enforcement equipment;
3. Basic record keeping practices;
4. Basic report writing practices.
5. Learn modern principles and procedures of law enforcement work;
6. Learn Federal, State, and local criminal justice system operations and services;
7. Learn Federal, State, and local criminal justice laws, regulations, codes, and ordinances pertinent to the service and execution of documents relating to common civil process and of arrest and custody practices;
8. Learn laws pertaining to arrest, search, and seizure;
9. Learn Sheriff's Office practices, policies, and procedures;
10. Interpret rules, regulations, policies, and procedures;
11. Understand and carry out oral and written direction;
12. Work effectively under physical and mental pressure and stress in potentially hazardous situations;
13. Analyze situations accurately and adapt quickly and effectively to emergency situations with reasonable courses of action;
14. Exercise keen observation and memory;
15. Prepare clear and concise reports including detailed and accurate descriptions;
16. Communicate effectively both orally and in writing;

17. Work independently with initiative to accomplish job assignments and make decisions within scope of authority;
18. Operate computer hardware and software in the performance of duties and responsibilities;
19. Establish and maintain effective interpersonal relationships at all organizational levels and with the public;
20. Display a high degree of maturity, integrity, and sound judgment.
21. Psychological/medical fitness to work under stressful situations requiring a tolerant attitude toward persons of differing ethnic and socioeconomic backgrounds,
22. Ability to drag an unconscious adult away from an accident scene or from a jail cell.
23. Ability to take a violent and combative suspect or inmate to the ground during a struggle and hold them there for 5-10 minutes until assistance arrives.
24. Ability to perform cell extractions on a violent and resistive inmate.
25. Ability to squat, crouch, kneel, bend, or stoop repeatedly for purposes of conducting person/vehicle searches, awaiting the arrival or assistance, or while on a stakeout situation which could take several hours.
26. Ability to bend, twist, stretch and reach to remove resistant or non-resistant person from the front or back seat of a vehicle.
27. Ability to chase a suspect over a variety of terrain including moisture, mud, uneven surfaces, up and down hills in all types of lighting situations.
28. Ability to run to the scene of a disturbance or emergency (up or down one or more flights of stairs). Ability to walk or jog 15 yards, climb up 10 steps, turn, climb back down the steps, and walk briskly or jog back within 30 seconds.
29. Ability to work irregular or extended work hours, all shifts, and overtime as necessary.
30. Ability to work in various changing environmental conditions such as working outside in high or low temperatures, rain or fog, slippery surfaces, exposure to loud noises, dust and hazardous materials.
31. Ability to wear a utility belt weighing a minimum of 15 pounds while sitting or standing for up to 16 hours.
32. Ability to reach and stretch in order to climb over obstacles.
33. Ability to continuously bend over and push while performing CPR.
34. Possesses hand and arm dexterity to open and repeatedly swing a metal baton across the body forwards and backwards as well as overhead in accordance with training standards.
35. Ability to crawl through confined spaces, such as an attic, during a search.
36. Ability to crawl into a wrecked car at an accident scene.
37. Ability to raise either leg and kick in a forward motion with enough force to kick open a closed/locked residential door.
38. Ability to qualify with a passing score at a firing range with issued firearms.
39. Ability to perform a vehicle pursuit while operating the steering wheel, radio, lights, siren and other patrol car controls.
40. Possesses a full range of motion to coordinate arm, leg, head, and neck movements while driving a patrol car in both normal and emergency situations.
41. Ability to handcuff, while alone, both resisting and non-resisting inmates. This includes forcing the arms behind the back of the suspect/inmate to complete the handcuffing procedure.
42. Possesses the dexterity to disassemble and clean a handgun, shotgun, and rifle.
43. Possesses the dexterity to unjam a weapon as demonstrated in training.
44. Ability to type on a computer keyboard in the patrol car as well as an office setting.
45. Possesses visual acuity to identify/describe suspects, read and write reports,

- locate addresses, etc., as specified by POST medical standards.
46. Possesses acuity to hear radio transmissions, distress calls, directions, etc., as specified by POST medical standards.

**F. Other Requirements:**

1. Candidates must undergo and pass a thorough and detailed personal background investigation, polygraph, medical, and psychological examinations. Background investigations include employment/credit histories, arrest/criminal records, drug/alcohol use, and personal conduct.
2. Must be willing to work in a no hostage environment if assigned to the jail or other custodial facility.

Prepared by: Christine Borba

Title: Staff Analyst

Date: May 7, 2015

Department Head Signature: \_\_\_\_\_

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