



J.A. Vest, Sheriff

Gaines County Sheriff's Office

305 E Avenue A, Seminole, Texas 79360

(432) 758-9871 | fax: (432) 955-1010

Job Title: Patrol Deputy

Department: Patrol Division

Reports To: Patrol Sergeant

Location: Gaines County Sheriff's Office

FLSA Status: Non-Exempt

Job Summary:

The Patrol Deputy is responsible for enforcing local, state, and federal laws within Gaines County. This role involves patrolling assigned areas, responding to calls for service, conducting investigations, and ensuring public safety. Reporting directly to the Patrol Sergeant, the Patrol Deputy is often the first line of contact with the community, requiring a strong commitment to public service, integrity, and professionalism.

Key Responsibilities:

Patrol and Law Enforcement:

- Patrol assigned areas within Gaines County to deter and detect criminal activity, ensuring public safety.
- Respond to emergency and non-emergency calls for service, including incidents such as accidents, disturbances, thefts, and other criminal activities.
- Conduct preliminary investigations at crime scenes, including gathering evidence, interviewing witnesses and suspects, and documenting findings.
- Enforce traffic laws, including conducting vehicle stops, issuing citations, and addressing traffic-related issues.
- Arrest individuals suspected of committing crimes, following legal procedures and ensuring the protection of rights.

Community Engagement:



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- Build and maintain positive relationships with community members, fostering trust and cooperation between the Sheriff's Office and the public.
- Provide information and assistance to the public, including explaining legal processes, offering safety advice, and addressing community concerns.
- Participate in community outreach programs, crime prevention initiatives, and public safety education events.

Documentation and Reporting:

- Prepare detailed and accurate reports on incidents, arrests, and investigations, ensuring all documentation meets legal and departmental standards.
- Maintain up-to-date logs and records of patrol activities, including time spent on patrol, incidents responded to, and actions taken.
- Testify in court as required, presenting evidence and reports in a clear and professional manner.

Collaboration and Coordination:

- Work closely with other deputies, detectives, and law enforcement agencies to share information, coordinate efforts, and support investigations.
- Assist in joint operations, such as warrant executions, search and rescue missions, and special events requiring heightened security.
- Support other divisions within the Sheriff's Office as needed, including Criminal Investigations, Detention, and Administration.

Training and Development:

- Participate in ongoing training programs to maintain proficiency in law enforcement techniques, legal updates, and the use of equipment.
- Stay current with developments in law enforcement practices, technologies, and community policing strategies.



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- Assist in the training and mentoring of new deputies, providing guidance on patrol procedures and departmental policies.

Qualifications:

Education and Experience:

- High school diploma or GED required;
- Minimum of 1-2 years of law enforcement experience is preferred, but not required for entry-level positions.
- Previous experience in patrol operations, traffic enforcement, or community policing is beneficial.

Skills and Competencies:

- Strong knowledge of local, state, and federal laws, as well as law enforcement practices and procedures.
- Excellent communication skills, both verbal and written, with the ability to interact effectively with the public, suspects, and other law enforcement personnel.
- Good judgment and decision-making skills, especially in high-pressure situations.
- Proficiency in the use of law enforcement equipment, including firearms, radios, and patrol vehicles.
- High level of integrity, ethical standards, and a commitment to serving the community.

Physical Requirements:

- Ability to perform the physical demands of the job, including standing, walking, running, lifting, and occasional physical confrontations.
- Must be able to work in various environmental conditions, including extreme weather, hazardous situations, and crime scenes.



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- Flexibility to work irregular hours, including nights, weekends, and holidays, depending on operational needs.

Licenses and Certifications:

- Must possess and maintain a valid Texas driver's license.
- Certified Texas Peace Officer License from the Texas Commission on Law Enforcement (TCOLE).

Printed Name

Signature

Date