

# HAND COUNTY SHERIFF'S OFFICE

415 West First Avenue, Suite 102  
Miller, South Dakota 57362-1371

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**Job Description:** Deputy Sheriff

**Minimum Qualifications:** High school diploma or GED. Preference given to those who possess two years of college or vocational school; two years work experience as a certified law enforcement officer; two years of active, full-time military experience; four years of military reserve experience; or four years of comparable education and experience. Must be age 21 at the time of hiring. Basic knowledge of the principles, policies, procedures, codes, laws, and statutes of law enforcement operations.

A Deputy Sheriff performs a variety of functions in providing general law enforcement work to maintain law and order throughout Hand County. Responsibilities include investigating illegal or suspicious activities and completing and maintaining accurate records and reports. Other essential functions include but are not limited to the following:

- Exercises general supervision over assigned law enforcement and clerical personnel assigned to the sheriff's office.
- Assists with schedules and verifies attendance of subordinates. Relays orders and messages from administrative superiors.
- Supervises the service of warrants, subpoenas and summonses as well as the location and arrest of person for whom there are outstanding warrants.
- Coordinates the maintenance of accurate and timely law enforcement and administrative records. Makes periodic reports to administrative superiors as requested.
- Interprets policy and procedures to staff. Participates in the training of other staff.
- Assists with compliance with and improvement to policies and procedures. Assists in creating policy and procedure manual with updates and changes.
- Keeps current of laws, rules, ordinances or statutes as they affect law enforcement or corrections activities.
- Working knowledge of the principles, policies, procedures, codes, laws and statutes of law enforcement operations.
- Ability to make appropriate decisions quickly and with tact and impartiality.
- Ability to plan and direct the work of others.
- Must be a credible witness in court.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with coworkers and the public.
- Ability to maintain a professional appearance and demeanor.
- Oversees inmate services including prisoner intake, served time and release.
- Guards prisoners in custody, assuming responsibility for all needs of prisoners during detention.
- Transports or escorts prisoners between courtrooms, prison and medical facilities. Assesses inmates by obtaining and analyzing criminal history, behavioral history, and related background checks.
- Determines appropriate inmate housing placement in one of several contractual jail facilities.
- Makes arrangements for inmates according to their needs.
- Moves and secures inmates accordingly.
- Reviews and approves or denies prisoner requests.
- Performs security checks of the perimeter and checks of the buildings and grounds.
- Patrols assigned area to enforce laws, issues citations for traffic violations, investigates crimes, collect evidence, conduct interviews, and arrests violators.
- Investigates illegal or suspicious activities of persons, quells disturbances and arrests law violators.
- Coordinates investigations with other agencies.
- Assumes control at traffic collisions to maintain traffic flow, assists victims and investigates causes of motor vehicle collisions.
- Prepares and serves warrants, subpoenas, summonses, etc.

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605-853-2408

605-853-2362 - FAX

Email: [handcosheriff@hotmail.com](mailto:handcosheriff@hotmail.com)

<http://hand.sdcounties.org/sheriff>

Community alerts via [www.nixle.com](http://www.nixle.com)

- Confirms warrants. Locates and takes persons into custody on arrest warrants.
- Keeps a variety of records as appropriate and completes required reports concerning crimes, incidents, information, traffic accidents, etc.
- Maintains agency activity logs.
- Trains and supervises assigned personnel.
- Monitors communication channels; monitors dispatch calls; provides notification of accidents and emergencies; supervises response to emergency situations.
- Responds to questions, complaints and requests for information/assistance from the public, media, legal and medical staff, various agencies, etc.;
- Administers first aid and CPR; maintains weapons, vehicle, and equipment.
- Maintains and monitors the security of keys and equipment.
- Answers to superiors.
- Provides protection to the courts and court officials, employees, witnesses, jurors, defendants, and the general public.
- Attends hearings and court proceedings as necessary.
- Conduct investigations.
- Interview victims and witnesses.
- Gather evidence.
- Enforce traffic laws.
- Issue citations.
- Serve warrants, subpoenas, complaints, summons, and perform civil process procedures including executions, foreclosures, lock-outs, civil paper service, and collection of fees.
- Locate and take individuals into custody on arrest warrants.
- Complete and maintain accurate records and reports concerning crimes, incidents, information, traffic accidents, etc.
- Respond to dispatch calls.
- Mediate disputes.
- Maintain and safely and appropriately use weapons, vehicle, and equipment
- Provide testimony when required.
- Provide traffic control and police protection for special events.
- Provide community outreach.
- Attend meetings and ongoing trainings.

The sheriff's office does not have a secure detention facility. Inmates are housed in contracted facilities but prisoners kept locally for court or arrest are directly supervised by sheriff's office staff while the inmate is present or during transport. Therefore, deputies and other staff act as corrections officers or jailers while working with prisoner or prisoner related duties.

There is also a full-time office manager and one part-time evening office clerk. These staff positions also provide radio dispatching for office staff and other county public safety agencies when needed. When one of these staff positions is unavailable, remaining staff provide coverage for office and dispatching duties. There is no 24 hour local / non-911 dispatching provided. Staff is on-call during these times.