



TULSA COUNTY SHERIFF'S OFFICE

303 W. 1st ST. TULSA OK 74103

Personnel Memo 20-403

Please be advised that the following position is now open and applications are being accepted. **Interested and qualified candidates should submit an online initial application at <https://tco.org/resources/employment/>.**

Applicants must meet the following requirements:

High school diploma or general education degree (GED)

Job Title: Deputy I – Reserve Deputy
Department: Sheriff's Office – Operations/Court Operations/Detention/Services
Salary: Voluntary Position / No Salary
Reports To: Reserve Deputy Coordinator

DEFINITION

Under general supervision, enforces the laws of the State of Oklahoma and answers calls for service.

EXAMPLES OF WORK PERFORMED

Reports to and handles all calls for service. Writes reports on all criminal cases. Maintains records. Conducts criminal patrol for crime prevention. Transports inmates and public as assigned. Holds major crime scenes for investigation. Performs other duties as assigned. Reserve deputies are required to complete 24 hours of service per quarter and attend two (2) reserve meeting per quarter.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES

Skill in basic typing, in basic crime investigations, and in application of principles of supervision. Knowledge of 800 radio system/10 Codes, of desktop computers, of inter-departmental correspondence, of departmental policies, rules and regulations, and of basic crime investigation. Ability to gain respect and cooperation of others, to keep alert, understand written instructions, and to deal tactfully with others.

SUPERISORY REPONSIBILITIES

This job has no supervisory responsibilities

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED)



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LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Oklahoma Driver's License
Reserve CLEET Certificate

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and balance, walk, use hands to finger, handle, grip, or feel; reach with hands and arms and talk or hear; taste and have the ability to smell three odors associated with danger. The employee is occasionally required to sit, run, climb, or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. The employee must occasionally lift and/or move up to 100 pounds or more. Specific vision abilities in various conditions, including low-light conditions, required by this job include close vision, distance vision, color vision which allows employee to decipher between different uniforms worn by inmates, peripheral vision, depth perception, and ability to adjust and focus. Employee must be able to perform job duties while wearing gear weighing 10 pounds or more for extended periods of time.

WORK ENVIRONMENT

The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually loud. Interacts with inmates and may be involved in physical altercations with inmates or suspects



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1-07 RULES AND REGULATIONS

A.53 SAFETY SENSITIVE EMPLOYEES

(Pursuant to Oklahoma law, Title 63 O.S. section 427.8, Oklahoma Marijuana and Patient Protection Act, enacted 08/30/2019 "Safety-Sensitive" employment positions: The Tulsa County Sheriff has designated Deputies, Detention Officers, and Telecommunications Dispatchers as safety sensitive employment positions. Safety-sensitive means any job that includes tasks or duties that could affect the safety and health of the employee performing the task and/or the health and safety of others. The Tulsa County Sheriff retains the authority to evaluate and classify employment positions as safety-sensitive positions based upon assigned tasks and duties.

The Tulsa County Sheriff may refuse to hire an applicant applying for a safety-sensitive position who tests positive for marijuana components or metabolites. The Tulsa County Sheriff may discipline, discharge, or otherwise penalize a safety-sensitive employee who tests positive for marijuana components or metabolites.