

Bellevue Marshal's Office
Deputy Marshal Job Description

JOB TITLE: DEPUTY MARSHAL - PATROL

DEPARTMENT: MARSHAL'S OFFICE / POLICE

SUPERVISOR: Sergeant or Officer in Charge (OIC) on Shift

SUPERVISION EXERCISED: Typically, does not supervise others. May serve in lead role on special projects as assigned.

SALARY RANGE: \$29.00 hr - \$33.00 hr

EXEMPT STATUS: Non-exempt

LAST REVISION: 07/2025

Job Scope

Summary: Performs daily patrol of assigned City roads in order to maintain and ensure public safety. Responds to calls for service, investigate crimes, arrest suspected violators, traffic enforcement, traffic accident investigations, narcotics violation investigations, and to render aid to injured people. Enforces all federal, state, and local laws for the protection of all citizens of the state of Idaho.

Other Information: Educates the public on civic issues. Trains new and enlisting deputies in a wide variety of fields. Incumbent performs work that involves a wide variety of work situations that involve a moderate degree of complexity due to the changing situations encountered. Incumbent typically works under specific and definite directions and well-known procedures. Work requires the exercise of initiative, independent judgment and discretion insofar as incumbent applies standards and procedures to routine situations. Incumbent regularly interacts with supervisor while receiving periodic supervision. Communicates with others both inside and outside the organization. Internal communication typically involves communication with coworkers and supervisors, while external communications are with a variety of members of the public. Impact is usually moderate with distinct impact to the department and organization with significant impact on those to whom the incumbent responds for emergency services. Errors in judgment and performance may have significant impact to the City's reputation and to the well-being of the incumbent, coworkers, and members of the public. Work is typically performed outdoors, may involve exposure to weather and dangerous conditions while engaged in emergency response activities. Travel is regular, not typically extending beyond the Wood River Valley.

Essential Functions:

Bellevue Marshal's Office
Deputy Marshal Job Description

The essential functions include, but are not limited to, the following duties and responsibilities, which are not listed in any particular order of priority and may be amended or added to by the City at any time:

1. Performs daily traffic patrol to identify drivers in violation of traffic control and safety laws and regulations. Travels throughout assigned area to look for criminal activity. Also provides assistance as needed to those members of the public with which the incumbent comes into contact.
2. Responds to calls and issues citations and/or makes arrests as needed as it relates to violation of federal, state and local laws and codes. Enforces DUI, drug, and other laws. Responds to crime scenes and secures location. Apprehends suspects and other individuals as deemed necessary at the time of response.
3. Answers calls for service to citizen complaints as directed by dispatch or as needed. Assesses situations, determines appropriate course of action, mitigates circumstances within proscribed policies and procedures, and calls for backup as needed. Abides by principles and regulations of safety to ensure safe conditions for the officer, other employees, and members of the public.
4. Responds to non-emergency calls as requested by members of the community. Reviews circumstances and determines appropriate course of action to answer questions or to mitigate the situation.
5. Assists in investigations as directed by supervisor to assess criminal causes and identify offenders. May independently investigate traffic accidents and incidents in order to assess cause or other determining factors in the accident or incident.
6. May serve as lead trainer over a specific area of specialty or expertise (e.g., firearms, baton use, etc.).
7. Assist in maintaining the office's computer network, develop new and existing forms for computer use, train users in RMS (a database program), instruct in basic computer skills.
8. Assist specialty teams in skills training and development activities. Assists specialty teams by responding to hazardous materials, water rescue, and other emergency response situations as directed or assigned.
9. Appears before District and/or Magistrate judges as required for court testimony as an expert witness or as related to cases wherein which the incumbent has necessary information. Must provide

Bellevue Marshal's Office
Deputy Marshal Job Description

accurate testimony in such cases as incumbent represents the credibility of the Marshal's Office in his/her testimony.

10. Completes all required paperwork and reports as needed in the proper documentation of activities that take shift during the course of each shift. Takes special notes of unusual incidents and ensures that supervisors are notified of such incidents. Maintains all necessary statistical information related to incidents and responses.

11. Performs crime prevention activities for a variety of community organizations. Performs home and business surveys and other surveys within the community in order to assess potential dangers and to make recommendations to prevent criminal activity or to improve personal safety.

12. Participates in community involvement programs as assigned.

13. Maintains adequate levels of training as required by state POST (Peace Officers Standards and Training) requirements.

Secondary Functions:

1. May serve on a Specialty Team as assigned. Assignees should review special assignment lists regarding the essential functions and duties of such positions.
2. Maintains knowledge and awareness of legal changes pertaining to public safety policies, regulations and procedures.
3. Serves on call as needed 24-hours a day, 7-days a week. May also be required to work extra hours on weekends and holidays.
4. May train new officers as assigned.
5. Performs all other duties as assigned.

Job Specifications:

1. Must be a citizen of the United States.
2. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent required with post-high school education in law enforcement preferred.
3. Must possess current valid driver's license with a good driving record and ability.
4. Requires Lifeloc FC20, and handgun certifications, which must be obtained within the first three (3) months of employment.
5. Knowledge of and ability to use basic computer (PC) functions as needed for record keeping and

Bellevue Marshal's Office
Deputy Marshal Job Description

report completion.

6. Ability to assess and adapt to a wide variety of circumstances and situations wherein the incumbent must operate and make decisions quickly and independently.

7. Ability to proficiently use a variety of firearms and weapons.

8. Ability to work with members of the public possessing a wide variety of personalities and behaviors. Ability to assess behavioral considerations and modify treatment accordingly to ensure appropriate safety and security of the public.

9. Ability to perform those physical requirements needed to perform the essential functions of the job, including the ability to physically defend oneself and to subdue others as needed. May require the ability to control multiple subjects, forcefully open doors and remove obstacles, remove jammed doors and openings, traverse precarious footing, hike long distances, and all other physical activities typical of performing the essential functions.

10. Knowledge of basic math skills sufficient to complete regular reports and maintain basic statistics and report information.

11. Ability to read and comprehend general instructions, write simple correspondence, and present information in front of a small group as well as one-on-one.

12. Ability to define problems, collect data, establish facts, draw conclusions and take appropriate action.

13. Ability to communicate effectively, both orally and in writing. Most communication is made in face-to-face settings with some written communication required for report writing and other paperwork.

14. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.

Physical Ability Requirements

Patrol Deputies have unique job functions, some of which can be physically demanding. An officer's capability to perform those functions can affect personal and public safety. Physical fitness underlies and

predicts an officer's readiness to perform the frequent and critical job tasks demanded. The minimum physical readiness standards identified are levels below which an officer's capacity to safely and effectively learn and perform frequent or critical job tasks is compromised. Higher levels of

Bellevue Marshal's Office
Deputy Marshal Job Description

readiness/fitness are associated with better performance of physical job tasks required of Idaho patrol officers

Working Conditions:

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking); frequent standing and walking. Exposure to carriers of blood-borne diseases, such as HIV virus and hepatitis, explosive devices that are intended to maim or kill, and handling seized controlled substances which may be mind-altering or addictive. Subjects encountered during investigations are frequently armed, dangerous and may be under the influence of drugs, thereby subjecting incumbents to grave risk of physical harm on a frequent basis. Requires continuous hearing and talking, frequent use of physical activities, and regular climbing, crouching, walking, fingering, balancing, and crawling. Requires occasional pushing, pulling, lifting and carrying weights over 50 pounds, grasping, stooping, running, standing, and all other physical requirements of the job. Requires good general vision. Requires continual travel within the local area and occasional statewide travel.