Leelanau County Sheriff’s Office

Law Enforcement Deputy

Opening Date: 9-26-24

Closing Date: 12 -31-2024

Contact: Undersheriff James Kiessel

231-256-8602

[jkiessel@leelanau.gov](mailto:jkiessel@leelanau.gov)

About Leelanau County:  The Leelanau County Sheriff's Office is a goal-oriented, innovative and progressive law enforcement agency dedicated to the needs of our communities. Our county is the "Little Finger of Michigan", located in the northwestern section of the Lower Peninsula. Surrounded by 100 miles of Lake Michigan shoreline, four islands north of the mainland, 341 square miles of surface area and 28 square miles of inland lakes provides a real challenge with respect to public safety endeavors! Leelanau County is well known for being a "tourist destination", rural in character with 40% of our land wooded, making Leelanau's hilly terrain some of the most picturesque in the entire state.

All interested candidates should follow the link below for the application process and also forward a copy of your resume to Undersheriff Kiessel.

<https://jobapps.hrdirectapps.com/applicantform/35013/0>

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| **Title:** | | Law Enforcement Deputy |
| **Department:** | | Leelanau County Sheriff’s Office |
| **Starting Rate:** | | As negotiated per current collective bargaining agreement. |
| **General Duties:** | | To perform responsible law enforcement and investigation work; to maintain law and order throughout the County; to investigate complaints and provide assistance as required; to perform necessary record keeping work and assist in servicing civil papers; and to perform related work as required.  SUPERVISION RECEIVED Work is performed under the supervision of the Sheriff, Undersheriff, Lieutenant, Law Enforcement Sergeant, Senior Deputy or other designated official. |
| **Desired Qualifications:** | | -Ability to work all hours and in potentially hazardous conditions.  -Reasonable knowledge of the roads and principal locations in the County.  -Reasonable knowledge of driving rules and regulations and of pertinent state and local laws and ordinances.  -Ability to prepare accurate written records and reports.  -Ability to act quickly in emergencies.  -Knowledge and the ability to qualify with Agency firearms.  -Ability to work effectively with other employees and the general public.  -Good physical condition, which shall mean the ability to apprehend, subdue and control individuals who require physical intervention. |
| **Experience Needed:** | | An Employee in this classification, upon appointment, must have the following training and experience.  -Graduation from an accredited high school.  -Must possess M.C.O.L.E.S. licensure or one year graduate from an approved M.C.O.L.E.S. Academy or College or ability to be licensed.  − A person who is able to be licensed by the State is one who has attended and successfully passed an MCOLES recognized police academy and is now able to seek employment as a licensed law enforcement officer. − A person who is "licensed" is an individual who has already become employed as a licensed law enforcement officer. Once an individual becomes employed as a law enforcement officer, with full authority to enforce the criminal laws of the state of Michigan, they have then completed the licensure process. -Reasonable work experience, which would indicate dependability, maturity and ability to exercise good judgment. Must have a valid driver’s license and be at least 21 years of age. |
| **Typical Work:** | An employee in this classification may be called upon to perform the following tasks, which are illustrative and not exhaustive in nature.  -Patrol an assigned area in a marked patrol vehicle, maintain law and order and investigate reported criminal acts.  -Communicate with the Communications Center or other Agencies via in car or portable radio system.  -Issue citations for various traffic violations. -Investigate reports of assault, larceny, disorderly conduct, prowlers and other suspected law violations.  -Interview witnesses, victims and others in order to prepare required reports. -Book, search and fingerprint arrested persons as required. -Serve legal papers and escort prisoners to court or to state institutions. -Prepare and maintain required records and reports. -Provide information and assistance to the general public. -May testify in court on criminal cases. -Direct traffic and establish road blocks as required. -Record citizen complaints and perform follow up work. -Provide emergency first aid and operate AED. -Investigate family disputes and complaints. -May perform specialized duties such as evidence collection and public relations activities. -Perform related work as required. -May perform related functions as directed by the Sheriff, Undersheriff, and Lieutenant. | |