

UPSHUR COUNTY SHERIFF'S OFFICE

PATROL DEPUTY

Job Title

Patrol Deputy

Position Summary

The Patrol Deputy for the Upshur County Sheriff's Office is responsible for enforcing federal and Texas laws, protecting life and property, responding to calls for service, and maintaining public safety throughout Upshur County. Deputies perform patrol duties, conduct investigations, make arrests, and serve the community with professionalism, integrity, and accountability.

This position is open to **entry-level and lateral TCOLE-certified peace officers**.

Essential Duties and Responsibilities

- Patrol assigned areas of Upshur County by vehicle or on foot to deter and detect criminal activity
- Respond to calls for service including crimes in progress, disturbances, traffic crashes, medical emergencies, and civil matters
- Enforce Texas Penal Code, Code of Criminal Procedure, Transportation Code, and other applicable laws
- Conduct traffic enforcement
- Conduct preliminary criminal investigations, including collecting evidence and interviewing victims and witnesses
- Make arrests, transport prisoners, and complete booking procedures
- Prepare accurate and timely offense reports, arrest reports, and other required documentation
- Serve criminal and civil process as required
- Testify in court and assist prosecutors as needed
- Assist other law enforcement agencies, fire departments, EMS, and emergency management
- Maintain positive community relations and uphold ethical standards
- Safely operate department-issued vehicles, firearms, radios, body-worn cameras, and other equipment
- Comply with all Upshur County Sheriff's Office policies, procedures, and training requirements
- Any other duties as assigned

Minimum Qualifications

- Must be **21 years of age or older**
- Must be a **United States citizen**
- Possess a **valid Texas driver's license**
- High school diploma or GED
- Must be **TCOLE licensed** or eligible to obtain Texas Peace Officer certification
- Meet all **TCOLE and Upshur County hiring standards**
- No felony convictions or disqualifying criminal history
- Must be physically able to perform duties
- Ability to pass a comprehensive background investigation, psychological evaluation, medical examination, and drug screening
- Must successfully complete field training program

Preferred / Lateral Qualifications

- Current **TCOLE-certified peace officer** in good standing
- Prior patrol experience with a Texas law enforcement agency
- Eligible for lateral appointment in accordance with TCOLE and agency requirements

Knowledge, Skills, and Abilities

- Knowledge of Texas laws, law enforcement procedures, and patrol operations
- Ability to exercise sound judgment in high-stress and emergency situations
- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- Physical ability to perform law enforcement duties, including running, lifting, restraining suspects, and prolonged standing or driving
- Proficiency with firearms, defensive tactics, and patrol equipment

Working Conditions

- Shift work including nights, weekends, holidays, and on-call assignments
- Work outdoors in all types of weather conditions
- Exposure to dangerous, stressful, and potentially life-threatening situations
- Work performed in both rural and urban environments throughout Upshur County

Salary and Benefits

- **Base Pay:** \$46,800 annually
- **Certification Pay:** Eligible for additional pay based on TCOLE certification level
- **Longevity Pay:** Additional compensation based on years of service
- **Retirement:** Participation in the **Texas County & District Retirement System (TCDRS)**
- **Health Insurance:** Employee-paid health benefits
- **Leave Benefits:**
 - Vacation leave
 - Sick leave
- **Holiday Pay:** Paid holidays in accordance with county policy
- **Training:** Ongoing training and professional development opportunities