



Custer County, Montana

1010 Main Street
Miles City, MT. 59301

Position Description Deputy Sheriff / Detective

September 2025

Custer County is an equal opportunity employer. Custer County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This position description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer changes

Job Title: Deputy Sheriff / Detective
Department: Sheriff's Office

FLSA Status: ☒ Non-Exempt
Reports to: Sheriff

☐ Exempt

Work Unit Overview: The Sheriff's Office performs law enforcement and crime prevention work including preserving the peace, patrolling assigned areas, serving warrants and making arrests, and assisting in preliminary investigations. The mission of the Sheriff's Office is to maintain and improve the quality of life within the community by working with all people to preserve life, maintain human rights, protect property and promote individual responsibility and community commitment.

Job Summary: The Deputy Sheriff Detective is responsible for performing law enforcement and crime prevention work including patrolling of assigned areas, preserving the peace, serving warrants and making arrests, conducting criminal investigations, overseeing felony and misdemeanor criminal investigations and providing inmate security at a Sheriff's Detention Facility. This includes assignments to civil, detention, investigations, and court security; and performing related duties as assigned by the Sheriff or Undersheriff. The Investigator is responsible for conducting, managing and assisting with the investigation of a wide range of criminal cases. The Detective will be under the direct supervision of the Sheriff and Undersheriff.

Primary Functions:

- The Detective will occasionally supervise other Custer County Deputies in their day-to-day operations.
- The Detective will oversee Deputies misdemeanor investigations and assigned felony cases. Provide leadership in the field and direct operations.
- The Detective will take primary responsibility for the investigation of serious felony cases and complicated or sensitive investigations as determined by the Sheriff or Undersheriff.
- The Detective will, as requested, assist Deputies in other investigations.

- When assisting in investigations, the Detective will provide guidance and assistance throughout the investigation process as necessary to include but not limited to;
 - Assisting in initial investigation scene security, processing, evidence collect, ect.
 - Assisting in determining the focus and scope of the investigation.
 - Assisting in identifying and coordinating necessary additional resources.
 - Assisting with suspect and witness interviews.
 - Assisting the investigating deputy with case file construction, organization and management.
 - Assisting in the presentation of cases to the appropriate prosecutorial office for review.
- The Detective will strive to develop and maintain a mentoring role with deputies to develop their investigative knowledge and skills.
- The Detective is subject to call out(s) for investigative purpose as necessary and appropriate.
- The Detective is subject to working rotating shifts (day, swing and night shifts), holidays, weekends and overtime when needed.
- The Detective will oversee all felony and misdemeanor investigations at the Sheriff's Office to ensure they are completed within a timely manner. The Investigator will review all cases prior to being submitted to the prosecuting attorney's office for review.
- The Detective will determine appropriate investigation schedule which provides optimum effectiveness in terms of current situations and circumstances.

General Law Enforcement Functions

- Patrol assigned areas and assist local peace officers in protecting life and property by enforcing laws. Observe and assess all situations, activities, and surroundings and take actions to correct, resolve, and control any potential problems, unusual occurrences, and breaches of peace through appropriate application of law, approved departmental policy and sound judgment.
- Serve warrants and make arrests, perform investigations of complaints and criminal violations, gather evidence and interview witnesses according to legal guidelines and departmental policy. This includes conducting searches, seizing and preventing the circulation of any drugs or contraband, fingerprinting, checking law enforcement files and databases, receiving and recording evidence and property, and related law enforcement work.
- Respond to calls for services and take control of accident and crime scenes, identify persons involved, interview witnesses, investigate causes, and administer basic first aid when needed to safeguard the public and preserve peace. Write and file reports, make maps, photos, diagrams and charts describing incidents, crimes and accidents and testify in court as expert or material witness in the interest of promoting justice.
- Serve legal papers such as subpoenas, summons, complaints, and writs of attachment, execution, and restitution to assist in facilitating County and State legal/justice proceedings. Conduct or assist in sale of

attached property, collect fees due the County, and receive and deposit bail in accordance with the law and department procedures.

- Serve as bailiff to maintain security and order in the court and remove disorderly persons when necessary to assist in the swift application of court proceedings. Provide security and safety of jury deliberations, jurors, the public, and prisoners and set up projectors and other equipment used in court to assist in facilitating court proceedings.
- Maintain security and monitor movement of people detained at the Sheriff's Detention Center to protect the public and other prisoners. This may include escorting detainees and inmates to court appearances, medical checks, exercise, showers, classrooms, counselor visits, family visits, and other approved appointments at mental hospitals, medical facilities, or clinics.
- Make appropriate judgments of needed actions for a wide variety of situations, including legal jurisdiction for interventions, and adapt responses according to established departmental policy, criminal codes, ongoing training, conditions, and specifics of a situation. Use sound, professional judgment and rely on training and common sense to request assistance of other law enforcement officers, public health or safety officials, emergency medical personnel and/or medical examiners staff.
- Provide responsive, high-quality service to Custer County residents, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information in a courteous, efficient and timely manner.

Physical Demands and Working Conditions:

- Frequent standing, sitting, bending, stooping, twisting of waist, side-to-side turning of neck.
- Fine finger dexterity to operate keyboards, weapons, and writing materials.
- Must give verbal commands in a loud, clear, understandable voice, have excellent vision and hearing.
- Ability to physically subdue a person.
- Work outside in varying temperature.
- Work in rough and uneven terrain.
- Exposure to criminals and danger.

Knowledge, Skills, and Abilities:

The job requires knowledge of the principles, practices, and techniques of law enforcement; the laws, rules, and regulations enforced by the department; the geography and topography within the County jurisdiction; modern procedures and methods employed in crime detection and investigation; court procedures in criminal and civil trials; criminal behavior patterns and the social factors underlying criminal behavior; first aid methods and their applications; and the use and care of firearms.

The job requires skill in active listening, speaking, critical thinking, social perceptiveness, negotiation, judgment, and decision making while interacting with the community in often tense and volatile situations. Skill in

subduing individuals in a physical confrontation bearing duty equipment; safely operating light-duty passenger vehicles and vans; and keyboarding are also required.

This job requires the ability to analyze situations quickly and objectively, to recognize actual and potential danger, and to determine proper course of action; to cope with stress situations firmly, tactfully, and with respect to individual rights; problem-solve; to read, understand law ordinances, rules, and regulations; to observe and remember details; to communicate clearly, verbally, and in writing with proper grammar, syntax, punctuation, vocabulary, and spelling. Work all shifts, including days, evenings, nights, weekdays, weekends, holidays, and overtime.

Education and Experience:

Education: Must meet the requirements of a Deputy Sheriff under Montana Code Annotated.

The job requires a valid Montana driver's license, or eligibility to gain one, and a good driving record.

Experience:

- Montana P.O.S.T. Intermediate certificate is required
- Advanced Criminal Investigation Training and Criminal Interview and Interrogation training is desired.
- Experience and knowledge in Criminal Investigations.
- Supervisory experience is not required but desired.
- Must have a minimum of four (4) years of Law Enforcement experience.
- Will be required to complete Coroner Basic training for Deputy Coroner (see job description for Deputy Coroner)