

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.806
	STATE OF HAWAII	8.807
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Minimum Qualification Specifications  
for the Classes:

DEPUTY SHERIFF I, II, III, and IV

**Basic Education Requirement**

Graduation from high school, or equivalent, with satisfactory completion of courses demonstrating knowledge of English grammar, spelling, and punctuation; and ability to read and comprehend complex written material, and write clear, factual reports.

**Desirable/Preferred Education**

Graduation from an accredited four (4) year college or university with a bachelor's degree, which demonstrated the ability to write clear and comprehensive reports, read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements**

Applicants must have had progressively responsible experience of the type and quality described below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	General Experience (years)	Specialized Experience (years)	Supervisory Experience (years)	Total Experience (years)
Deputy Sheriff I	2	0	0	2
Deputy Sheriff II	2	1	0	3
Deputy Sheriff III	2	2	*	4
Deputy Sheriff IV	2	2	1	5

**General Experience:** Work experience which demonstrated the following abilities: (1) read and comprehend complex material, such as rules and regulations; (2) write clear, factual reports; and (3) meet and deal effectively with people. Such experience must demonstrate the ability to read, write, understand and communicate effectively with others in English.

**Specialized Experience:** Responsible work experience in the enforcement of laws and rules which involved the exercise of all the powers and authority of a police officer, including the power of arrest, and which involved detecting and investigating violations, collecting and reporting facts and evidence pertaining to such violations, and enforcing and promoting compliance. Such experience must have demonstrated knowledge of and ability to apply statutes and rules; principles, practices, methods, and techniques of law enforcement such as patrol and surveillance, inspection and investigation, arrest and evidence, search and seizure; report writing; court procedures; and the use of firearms.

For the class Deputy Sheriff III, at least one (1) year of Specialized Experience must have been comparable to the Deputy Sheriff II level in the State service.

**Supervisory Experience:** Responsible experience which involved supervising law enforcement officers in the performance of law enforcement activities. Creditable supervisory experience must have included the full range of supervisory duties including: (1) planning, organizing, scheduling, and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult work problems; (4) training and developing subordinates; and (5) evaluating their work performance. The supervisory work experience must have been comparable to the Deputy Sheriff III level in the State service.

\* For the class Deputy Sheriff III, applicants must have demonstrated evidence of supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

### **Substitutions Allowed**

1. One (1) year of excess work experience, as described in the General or Specialized Experience section, may be substituted for the required high school education.
2. Successful completion of an academic year at an accredited college or university above the high school level may be substituted for General Experience on a year-for-year basis.

3. Successful completion of an associate degree in police science from an accredited college or university or completion of two academic years from an accredited college or university which included twenty-four (24) semester credit hours in law enforcement providing knowledge of the techniques of patrol and surveillance, inspection and investigation, rules of arrest and evidence, search and seizure, and report writing may be substituted for all of the General Experience and six (6) months of Specialized Experience.
4. Successful completion of police recruit training, or other related law enforcement training, which included classroom and field training, may be substituted for all of the General Experience and one (1) year of the Specialized Experience.

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

### **Special Requirements**

Applicants must meet all federal and State regulations applicable to the carrying, use and possession of firearms and ammunition.

### **License Required**

Applicants must possess a valid license to drive in the State of Hawaii.

### **Personal Requirements**

Applicants must demonstrate that they possess traits and characteristics required for this work. Among these are alertness, tact, integrity, honesty, good judgment, and ability to deal with employees and with the general public.

### **Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests**

Applicants may be required to qualify on an appropriate examination.


**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the classes DEPUTY SHERIFF I, II, III, and IV, which were approved on March 27, 2012.

DATE APPROVED: 1/22/15

  
for JAMES K. NISHIMOTO, Director  
Department of Human Resources Development