

**POSITION DESCRIPTION
COUNTY OF WHITLEY, INDIANA**

POSITION: Deputy
DEPARTMENT: Sheriff
WORK SCHEDULE: As scheduled
JOB CATEGORY: POLE (Protective Occupation, Law Enforcement)

DATE WRITTEN: February 2002

STATUS: Full-time

DATE REVISED: February 2019

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Whitley County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Deputy for the Whitley County Sheriff's Department, responsible for the enforcement of the laws of the state and protection of County residents and their property.

DUTIES:

Enforces local and state laws by implementing effective policy for the prevention and investigation of crimes to protect the lives and property of the people.

Regularly patrols roads within the County and other designated areas, responding to emergency calls, burglar/intrusion alarms, and domestic disturbances, ensuring the security of residences and businesses, investigating and reporting suspicious or unlawful activities, and performing necessary actions to ensure the proper enforcement of applicable laws.

Pursues suspects in vehicle and/or on foot, subduing and arresting suspects, advising individuals of their constitutional rights, searching suspects/arrestees, seizing weapons and/or contraband, and transporting suspects to detention facility.

Performs vehicle stops, including checking for proper licensing and registration, enforcing traffic laws and speed limits, issuing warnings and/or citations, administering roadside sobriety tests as necessary, and effecting arrests as warranted.

Responds to and investigates traffic accidents, including assessing extent of personal injuries, requesting emergency assistance, aiding the injured, regulating and directing traffic, escorting emergency vehicles, and assisting stranded motorists. Tags and disposes of abandoned vehicles as needed.

Investigates citizen complaints, misdemeanors and felony complaints for crimes against people, property and/or missing persons.

Sheriff/Deputy

Investigates illegal possession, distribution, and sale of controlled substances.

Intervenes, mediates, and assists in resolving citizen disputes and gives detailed explanation of complaints or legal procedures to victims, witnesses, and offenders.

Maintains knowledge of criminal activity in the area.

Collects and preserves evidence, maintaining chain of custody of evidence. Locates witnesses of criminal activities, interviews and/or interrogates witnesses/suspects, and protects and/or counsels victims and witnesses.

Conducts legal searches of both persons and property with and without a warrant in accordance with the law.

Directs vehicular traffic when congestion occurs or as assigned. Maintains roadways, clears debris and works with other emergency personnel during weather emergencies, notifying other County departments and utilities of dangerous conditions, such as downed trees and power lines.

Serves subpoenas, civil process papers, and other Court documents and occasionally provides courtroom security as assigned.

Occasionally transports detainees to court, other jail facilities, medical facilities, or other destinations as directed.

Performs special duties as assigned by superiors, such as providing police escorts, serving as training instructor, school resource officer, grant coordinator, and/or serving on specialized teams, such as honor guard, SWAT or SCUBA.

Prepares and submits to superiors all required reports and summaries of activities according to established Department deadlines.

Inspects condition of assigned vehicle and equipment and maintains uniform in a neat and professional manner.

Provides testimony and presents evidence in legal proceedings.

Maintains confidentiality and security of information/cases.

Attends seminars and in-service training as required.

Periodically performs a variety of public/community relations duties, including group presentations, teaching classes, communicating with news media, and participating in community events and meetings.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 21 years of age.

Completion of Law Enforcement Officer training by the Indiana Law Enforcement Academy.

Possession of or ability to obtain possession of all required certifications, including, but not limited to, handgun/firearm qualification by the Indiana Law Enforcement Academy, IDACS, NCIC, Narcan, OC/Pepper Spray, Domestic Violence, Disabilities Awareness, and First Responder/CPR certification.

Ability to meet all Department hiring and retention requirements, including passage of written, medical, and psychological exams, a physical agility test, and a drug test.

Thorough knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the Department, to perform standardized patrol operations and take authoritative action as situations demand.

Thorough knowledge of community geography and police jurisdiction/boundaries, and working knowledge of local, state, and federal laws.

Working knowledge of and ability to use all assigned Department equipment and weapons, including, but not limited to, computer, camera, vehicle, radio, AED, breathalyzer, drug/narcotic identification kit, fingerprint equipment, baton/nightstick, handgun, shotgun, rifle, Taser, knife, handcuffs, tear gas, and radar equipment.

Working knowledge of standard English grammar, spelling and punctuation, and ability to complete required reports within Department deadlines.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Working knowledge of radio frequencies, codes, procedures, and limitations and ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio or by telephone.

Working knowledge of and ability to effectively apply evidence collection/preservation techniques and appropriately receive, maintain, and account for articles received in evidence.

Ability to appropriately interview witnesses, advise law offenders of rights, and counsel or comfort victims.

Ability to effectively communicate orally and in writing with co-workers, other County departments, other City and County law enforcement agencies, Indiana State Police, fire departments, Whitko School Corporation, Whitley County Consolidated School Corporation, and members of the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with hostile/violent persons.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, and take authoritative action applying appropriate discretion and common sense.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to obey all written and oral orders and directives from Department superiors.

Ability to compile, compare, classify and analyze data, and make determinations based on data analysis.

Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often amidst frequent distractions and interruptions, occasionally under time constraints.

Ability to apply knowledge of people/locations and utilize good judgment in extreme and uncommon situations.

Ability to testify in court/legal proceedings.

Ability to physically perform essential duties of the position, including, but not limited to, pursuing suspects by driving vehicle at high speeds, running, climbing stairs, forcing entry into buildings, scaling walls, jumping fences, and apprehending/subduing offenders.

Ability to work irregular hours, evenings and/or weekends as scheduled, occasionally work extended hours, travel out of town for training, sometimes overnight, serve on 24 hour call on rotation basis, and respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a wide variety of police duties according to established Departmental policies and legal procedures, making independent decisions and taking authoritative action in response to situational demands. Incumbent works with supervisor in setting work assignments, goals/objectives and priorities, and has some flexibility in the job. Errors in decision or work are primarily detected or prevented through legally defined procedures and supervisory review. Undetected errors could lead to loss of life and/or have adverse effects upon Department operations or members of the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, other City and County law enforcement agencies, Indiana State Police, fire departments, Whitko School Corporation, Whitley County Consolidated School Corporation, and members of the public for purposes of exchanging and verifying information, enforcing laws, and de-escalating potentially violent situations through conversation/negotiation.

Incumbent reports directly to Sergeant.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a squad car, in a jail, and in the field. Regular duties involve sitting/walking at will, sitting for long periods, standing/walking for extended periods, driving at high speeds, lifting/carrying equipment weighing over 50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling/stooping, close/far vision, color/depth perception, handling/grasping/fingering objects, speaking clearly, and hearing sounds/communication. Incumbent may work with or near chemicals, near fumes and odors, and in a noisy environment, such as a shooting range.

Incumbent performs regular automobile patrols and is subject to weather extremes and strenuous physical effort during emergency situations. Incumbent may occasionally be required to force entry into buildings, run fast for short and/or long periods, run up/down stairs, jump up/down from elevated areas, crawl in confined areas, climb over obstacles, and subdue an attacking and/or armed individual. Incumbent maintains considerable contact with offenders and the public and is regularly exposed to disturbing evidence, irate/hostile individuals, and/or physical violence. Protective gear and/or equipment, such as a Kevlar vest, must be worn according to Department policy.

Incumbent works extended or irregular hours, evenings and/or weekends as scheduled, and occasionally works extended hours. Incumbent occasionally travels out of town for training, sometimes overnight. Incumbent serves on 24 hour call on rotation basis, and occasionally responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Deputy for the Whitley County Sheriff's Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name