



STEUBEN COUNTY SHERIFF'S OFFICE



JOB POSTING

POSITION: Deputy Sheriff/Road Patrol
JOB CATEGORY: POLE (Protective Occupations, Law Enforcement)

DATE WRITTEN: September 1995 **STATUS:** Full-time Merit
DATE REVISED: **FLSA STATUS:** Non-exempt

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Regularly conducts proactive and reactive patrol of County roads and other designated areas; investigates and reports all suspicious or unlawful activities, and performs necessary actions to ensure the proper enforcement of applicable laws;
- Monitors radio and other communication devices and responds to citizen calls;
- Stops and processes traffic violators;
- Responds to and investigates traffic accidents; assists with care and removal of accident victims;
- Directs vehicular and pedestrian traffic;
- Responds to residential and business alarms;
- Pursues, apprehends, searches, arrests and transports suspects; advises suspects of rights; Participates in formal investigation of crimes, including searching crime scenes, collecting, preserving and protecting evidence according to prescribed procedures, interviewing victims and witnesses, and conducting neighborhood checks; conducts searches of persons and property with and without a warrant in accordance with the law;
- Transports individuals detained by the County;
- Performs computer data entry and prepares and submits to superiors all required reports;

- Serves/returns various legal documents;
- Maintains appearance and serviceability of all issued and/or required police vehicles, uniforms, equipment, weapons and supplies;
- Periodically testifies in court;
- Assists in performing duties of all Division personnel;
- May serve on or coordinate specialized law enforcement teams; may be given special assignments, such as public speaking and providing police escort;
- Attends prescribed in-service and/or training programs for certification in specialized law enforcement areas as assigned or required

REQUIREMENTS:

- Possession of a High School Diploma or GED and certification or ability to be certified by the Indiana Law Enforcement Academy
- Ability to meet all Departmental hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace;
- Thorough knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the Department and civil, criminal and juvenile justice systems;
- Thorough knowledge of County geography, and radio frequencies, codes, procedures and limitations;
- Thorough knowledge of and ability to research and enforce applicable state and local laws, perform standardized patrol operations and take authoritative action as needed;
- Working knowledge of and ability to use and properly maintain all assigned uniforms and/or Department equipment and weapons; ability to legally operate Department vehicles;
- Working knowledge of standard practices and procedures in administering first aid and CPR; Ability to recognize signs and symptoms of some communicable diseases and be able to protect oneself from contamination by using universal health precautions and avoiding high risk environments;
- Working knowledge of photography and taking latent prints, and ability to appropriately receive, maintain and account for articles received in evidence;
- Working knowledge of standard English grammar, spelling and punctuation, and ability to enter data on computer and effectively prepare and complete Department reports within established deadlines; Ability to maintain confidentiality of Department information and reports as required;
- Ability to physically perform the essential duties of the position, including, but not limited to, sitting/driving/standing for long periods, pursuing suspects by driving a vehicle at high speed, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of vehicular accident victims;

- Ability to deal swiftly, rationally and decisively with potentially violent individuals in precarious situations, de-escalate volatile situations by means of conversation/negotiation, and effect forceful arrest using physical force as situations demand;
- Ability to effectively listen, comprehend and communicate with the public, other officials and agencies by radio, telephone, in person or in writing, including being sensitive to professional ethics, gender, cultural diversities and disabilities;
- Ability to adapt to changing weather conditions, work environments, irregular and/or extended hours, and to perform duties despite the stress of potential personal injuries and loss of life; Ability to serve on 24-hour call and appropriately respond to emergencies from off-duty status as assigned or directed;
- Ability to obey all written and verbal orders and directives from the Sheriff and superior officers; Ability to work alone and with others in a team environment with minimum direct supervision;
- Ability to follow all personnel policies and rules of the organization.

LICENSE/CERTIFICATION NEEDED:

- Certification or ability to be certified by the Indiana Law Enforcement Academy;
- Ability to qualify annually by obtaining a passing score in the Handgun Course of Fire and Shotgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board.

APPLICATION AND SELECTION PROCESS

The application process for this position has changed as of July 1, 2015. The Steuben County Sheriff's Office has implemented a new application/testing process utilizing the Sheriff's Association Testing Program through EMPCO incorporated. Test locations, dates and times are available throughout the region/state. To schedule a test date for this position, go to the website: <https://www.empco.net/ind> and follow the instructions. There is a fee to take the examination, but the results of this test may be accepted by ALL participating Sheriff's Offices In Indiana. **You must complete a profile and schedule and pass the examination no later than July 23rd, 2018 in order to be considered for this particular job posting.**

NO APPLICATIONS WILL BE ACCEPTED AT THE STEUBEN COUNTY SHERIFF'S OFFICE UNTIL THE APPLICANT HAS TAKEN THE EXAMINATION AND HAS BEEN DIRECTED BY STEUBEN COUNTY SHERIFF PERSONNEL TO COMPLETE AN APPLICATION.

Hiring Process includes the following:

1. Written Test
2. Physical agility test (I.L.E.A. exit standards)
3. Extensive background investigation
4. Merit Board Interviews
5. Psychological examination
6. Polygraph examination
7. Drug testing
8. Final Sheriff interview

The Steuben County Sheriff's Office is an Equal Opportunity Employer