

**POSITION DESCRIPTION
COUNTY OF STEUBEN, INDIANA**

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

DATE WRITTEN: September 1995 **STATUS:** Reserve
DATE REVISED: **FLSA STATUS:** Non-exempt

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.

Incumbent serves as Deputy Sheriff/Road Patrol for the Sheriff, responsible for the enforcement of the laws of the state and protection of County residents and their property.

DUTIES:

Regularly conducts proactive and reactive patrol of County roads and other designated areas, maintaining high visibility and ensuring security of residences and businesses. Investigates and reports all suspicious or unlawful activities, and performs necessary actions to ensure proper enforcement of applicable laws.

Monitors radio and other communication devices and responds to citizen calls of distress and complaints of alleged unlawful activity; assesses and brings situations under control, takes statements from victims and witnesses, provides appropriate assistance, and ensures lawful apprehension and arrest of criminal offenders.

Stops drivers of vehicles for traffic violations, verifying licenses and registration data, effecting breathalyzer tests as necessary, advising drivers of safe driving practices, issuing warnings/ citations, and/or effecting arrests as warranted.

Responds to and investigates traffic accidents, including assessing extent of personal injuries, calling for emergency medical assistance, photographing, videotaping and measuring accident scenes, taking statements from victims and witnesses, directing removal of damaged vehicles and ensuring area is clear. Assists with extracting, providing emergency medical care, and lifting victims onto stretchers and into medical vehicles as needed.

Directs vehicular and pedestrian traffic when congestion occurs or as directed.

Responds to residential and business alarms, investigating potential unlawful activity, initiating appropriate action to properly enforce applicable laws and/or protect the lives and property of the public.

Pursues, apprehends, searches and arrests suspects using only necessary physical force; advises suspects of Miranda rights and transports suspects to detention area. Prevents individuals from injuring themselves or others by using physical restraint or appropriate weapons.

Participates in formal investigation of crimes by 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 to appropriate courts, detention or medical facilities.

Performs computer data entry and prepares and submits to superiors all required reports and summaries of activities according to Department deadlines.

Serves various legal documents, including summonses, court orders to appear and notices of hearings; returns documents to appropriate officials and courts.

Maintains appearance and serviceability of all issued and/or required police vehicles, uniforms, equipment, weapons and supplies.

Periodically testifies in court on criminal or civil cases as required by order of court following established Departmental policies and procedures.

Assists in performing duties of all Division personnel, including, but not limited to, processing detainees, and providing court security.

May serve on or coordinate specialized law enforcement teams, such as K-9, SWAT tactical teams, or dive team, or may be given special assignments, such as public speaking engagements or providing police escorts.

Attends prescribed in-service and/or training programs for certification in specialized law enforcement areas as assigned or required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Possession of a High School Diploma or GED.

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.

Ability to qualify 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.

Thorough knowledge of and ability to make practical application of 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.

II. RESPONSIBILITY:

Incumbent performs a wide variety of patrol and public assistance duties according to established Departmental policies and police procedures, making independent decisions and taking authoritative action in response to situational demands. Errors in decision or work may not be readily detected by periodic supervisory review and may result in adverse effects upon Department operations, inconvenience for members of the public, and/or endangerment, injury or loss of life to self, co-workers or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, offenders, jail detainees, court personnel, representatives of other law enforcement agencies, crime and accident victims, and members of the public for a variety of purposes, including exchanging information, providing public assistance and enforcing applicable laws. Incumbent's work frequently involves non-routine problem-solving to gain cooperation of law offenders in situations that may jeopardize the safety of the public and/or incumbent.

Incumbent reports directly to Shift Sergeant.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an office environment and in the field, often in a vehicle, and is frequently exposed to normal hazards associated with law enforcement, traffic control and regular vehicle patrols, such as sitting/standing for long periods, adverse weather conditions and traffic. No prolonged, extreme physical demands are associated with normal duties or assignments, but incumbent may exert strenuous physical effort during emergency situations, such as 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.

Incumbent must perform duties and take appropriate action in emergency situations, despite the stress associated with potential injury or loss of life to self or others. Incumbent serves on 24-hour call and regularly works irregular and/or extended hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Deputy Sheriff/Road Patrol for the Sheriff 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 and requirements as outlined? Yes _____ No _____

Applicant/Employee signature

Date

JOB POSTING
STEUBEN COUNTY SHERIFF DEPARTMENT

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WORK SCHEDULE:
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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;
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:

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.