POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA

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

DATE WRITTEN: December 2008 **STATUS: Full-time**
DATE REVISED: June 2021 **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. Perry County provides reasonable accommodations 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 Perry 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 all roads within the County and other designated areas, 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.

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.

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

Investigates misdemeanors and felony complaints for crimes against people, animals and/or property, and missing persons. Investigates illegal possession, distribution, and sale of controlled substances.

Maintains knowledge of criminal activities in the area.

Secures, protects, and documents crime scenes. 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 searches of both persons and property with and without a warrant in accordance with the law.

Receives and disseminates information to other law enforcement units. Operates IDACS/NCIC to receive and transmit information, including, but not limited to, criminal histories, warrant information, and license plates.

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

Serves subpoenas, civil process papers and other court documents as directed, returns documents to appropriate officials and courts, and occasionally provides courtroom security.

Periodically transports individuals detained by the County to/from Court, detention or medical facilities and processes detainees in/out of jail as needed. Conducts jail security checks and routine "shakedowns" of cells, oversees detainees in allowable activities, and follows appropriate procedures to ensure all detainees receive proper medical attention.

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

May serve as training officer, including overseeing firearms training and coordinating field training activities.

Prepares and conducts Sheriff Sales and posts notices accordingly.

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.

Serves on 24-hour call for emergencies and responds to emergencies from an off-duty status.

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 and maintain possession of all required certifications, including, but not limited to, handgun/firearm qualification by the Indiana Law Enforcement Academy and First Responder/CPR certification.

Ability to meet all Departmental hiring and retention requirements, including passage of a drug screen and written, medical and psychological exams.

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, binoculars, breathalyzer, drug/narcotic identification kit, fingerprint kit, baton/nightstick, rifle, handgun, shotgun, tear gas/mace, stun gun and handcuffs.

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 ability to 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, Department superiors, other law enforcement agencies, offenders, detainees, victims, media, 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 irate/hostile persons.

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

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 work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions, make determinations, and present findings in oral or written form.

Ability to testify in court/legal proceedings as required.

Ability to work extended, irregular, evening, and/or weekend hours, and occasionally travel out of town for training, sometimes overnight.

Ability to serve on 24-hour call and respond swiftly and rationally from off-duty.

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 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 supervisory review and 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, Department superiors, other law enforcement agencies, offenders, detainees, victims, media, and members of the public for purposes of transporting detainees, enforcing laws, and exchanging information.

Incumbent reports directly to Sheriff.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a police station, jail facility, vehicle, and the field, and is frequently exposed to the normal hazards associated with enforcement of the law. Regular duties involve sitting/walking/standing at will, sitting/standing/walking for long periods, driving at high speeds, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, crouching/kneeling, bending at waist, reaching, close/far vision, color/depth perception, handling/grasping/fingering objects, speaking clearly, and hearing sounds/communication. 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 up/downstairs, crawl in confined areas, climb over obstacles, subdue an attacking and/or armed individual, and assist 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 works extended, irregular, evening and/or weekend hours, occasionally travels out of town for training, sometimes overnight, and responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Deputy for the 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 and requirements as outline?
Yes_____ No_____

_____ _____
Applicant/Employee Signature Date

_____
Print or Type Name