

**POSITION DESCRIPTION
COUNTY OF GREENE, INDIANA**

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

DATE WRITTEN: August 1995
DATE REVISED: August 2010

STATUS: Full-time Merit
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. Greene 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 the accommodation would cause an undue hardship.

Incumbent serves as Deputy Sheriff for the Greene County Sheriff's Department, responsible for enforcing state laws and protecting County residents and their property.

DUTIES:

Regularly patrols all roads within the County and other designated areas, 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 citizens' 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 as required by law.

Stops drivers of vehicles for traffic violations, verifies license and registration data, effects breathalyzer test when necessary, advises driver of safe driving practices and issues warning/citation, or effects an arrest as warranted.

Responds to and investigates traffic accidents, assesses extent of personal injuries, and calls for emergency medical assistance; photographs, video tapes and measures scene of accident, and takes statements from victims and witnesses. Assists with extracting victims, providing emergency medical care, lifting individuals onto stretchers and into medical vehicles. Directs removal of vehicles involved, and ensures area is clear.

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

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

Sheriff/Deputy Sheriff

Pursues, apprehends, searches, and arrests suspects using only necessary physical force, advises suspects of 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 scene and following prescribed procedures to preserve and protect evidence, interviewing victims and witnesses, conducting neighborhood checks, and completing all necessary case reports, as required or assigned.

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.

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

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

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

Maintains appearance and serviceability of police vehicle and all issued uniforms and/or required equipment and supplies.

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

May serve on or coordinate specialized law enforcement teams, such as K-9, SWAT tactical teams, and dive team, or be given special assignments, such as public speaking engagements, instructing other officers on use of various equipment and weapons, or providing police escort.

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:

High School Diploma or GED and certification or ability to be certified by the Indiana Law Enforcement Academy.

Sheriff/Deputy Sheriff

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 or Fire and Shotgun Course of Fire, as required by 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 to perform standardized patrol operations and take authoritative action as needed.

Practical knowledge of area law enforcement demands, and ability to effectively respond to various circumstances while patrolling.

Knowledge of and ability to use and properly maintain all assigned uniforms and/or Department equipment and weapons; ability to legally operate emergency vehicles.

Knowledge of standard practices and procedures in administering first aid and CPR. Ability to recognize signs and symptoms of some communicable diseases and protect oneself from contamination by avoiding high risk environments.

Knowledge of photography, taking latent prints, and ability to appropriately receive, maintain, and account for articles received in evidence.

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

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

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, 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, or in person, 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 perform duties despite the stress of potential personal injury and/or loss of life. Ability to appropriately respond to emergencies from off-duty status as assigned or directed.

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

Sheriff/Deputy Sheriff

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, occasionally under time pressure.

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

Ability to occasionally respond to emergencies on 24-hour basis.

II. RESPONSIBILITY;

Incumbent performs a wide variety of patrol 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 loss of life to self, co-workers or members of the public.

III. PERSONAL WORK RELATIONSHIPS;

Incumbent maintains frequent contact with supervisors, offenders, County jail detainees, representatives of other law enforcement departments and agencies, victims of unlawful activities and/or accidents, and members of the public, for a variety of purposes, including coordinating and directing police patrol operations, 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 Lieutenant.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT;

Incumbent performs duties in a police station, in a vehicle, and in the field. Regular duties involve sitting/walking at will, sitting/standing/walking for long periods, driving at high speeds, lifting/carrying equipment weighing over 50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, 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 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 and irregular hours, evenings and/or weekends as scheduled, and occasionally travels out of town for training, sometimes overnight. Incumbent occasionally responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Deputy Sheriff 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 outlined? Yes _____ No _____

Applicant/Employee signature

Date

Print/Type Name

Sheriff/Deputy Sheriff