

**POSITION DESCRIPTION
COUNTY OF SHELBY, INDIANA**

POSITION: Reserve Deputy
DEPARTMENT: Sheriff

STATUS: Volunteer
FLSA STATUS: Unclassified

DATE REVISED: November 2016

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. Shelby County provides reasonable accommodations to qualified employee 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 Reserve Deputy for the Shelby County Sheriff's office, responsible for overall division operations and personnel to endure full enforcement of the laws of the State.

ESSENTIAL DUTIES:

Enforces local, state, and federal laws by implementing effective policy to protect the lives and property of the people.

Regularly patrols county roads and other designated areas, ensuring security of residences and businesses, 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 citizens calls of distress and complaints of alleged unlawful activity, assesses and brings situation under control, takes statements from victims and witnesses, provides appropriate assistance, and ensures the lawful apprehension and arrest of criminal offenders, as required by law.

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

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

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 medical emergency care, lifting individuals onto stretchers and into medical vehicle. Directs the removal of vehicles involved, and ensures area is clear.

Monitors Sex Offender Registry and assigned Sex Offenders.

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

Participates in formal investigations of crimes by searching crime scene and following prescribed procedures to preserve and protect evidence, interviewing and taking taped statements from victims and witnesses, conducting neighborhood checks, and completing all necessary case reports as required or assigned.

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

Maintains the appearance and serviceability of police vehicle and all issued uniforms and/or required equipment and supplies. Submits to department wide inspection of police vehicle and issued equipment and supplies when scheduled.

Investigates, locates, and apprehends individuals with outstanding warrants and/or mental commitments and transports to appropriate law enforcement or medical facility.

Transports individuals detained by the county to appropriate courts, detention, or medical facilities.

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

Prepares and submits to supervisor all required reports and summaries of activities according to established department policies and procedures.

Assists in performing shift meetings to receive and share pertinent information regarding incidents and activities occurring within the county.

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

Assists in performing duties of division personnel, including, but not limited to, processing detainees, court security, front desk, and dispatching, and other duties which may be assigned.

May serve on specialized law enforcement teams, such as K-9, SWAT, tactical teams, swift water rescue, or be given special assignments, such as public speaking.

Occasionally may assist area emergency medical services and rural fire departments in the performance of their duties and operation of equipment, as assigned or directed, such as engagements or police escorts.

Occasionally 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:

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

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 needed.

Ability to obey all written and verbal orders and directives from the Sheriff and superior officers.

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.

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

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

Knowledge of and ability to effectively perform duties and operate equipment of emergency medical services and rural fire equipment.

Knowledge of standard English grammar, spelling and punctuation, and effectively prepare and complete department reports with established department deadlines.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, and to effect forceful arrest as situations demand.

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

Ability to effectively communicate orally and in writing with co-workers, other county departments, other officials and agencies, offenders, detainees, various law enforcement agencies, victims, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access while maintaining 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 understand, memorize, retain, and carry out written and oral instructions, and present findings in oral or written form.

Ability to adapt to changing weather conditions, work environments, and irregular and/or extended hours.

Ability to appropriately respond to emergencies from off-duty status as assigned or directed.

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

II. RESPONSIBILITY:

Incumbent performs a wide variety of patrol duties according to established department policies and police procedures, making independent decision and taking authoritative action in response to situational demands. Errors in decisions or work may not be readily detected by periodic supervisory review and may lead to endangerment or loss of life to self, co-workers, or the public and/or have an adverse effect on department operations and create inconvenience for member of the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, other officials and agencies, offenders, detainees, various law enforcement agencies, victims, and the public for a variety of purposes.

Incumbent reports directly to shift Sergeant, or designated officer in charge of shift.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in an office environment, in the field and a vehicle, involving sitting/driving/walking at will, walking/standing for long periods, lifting/carrying objects weighing less than 50 pounds, crouching/kneeling, bending, close/far vision, reaching, handling/grasping/fingering objects, keyboarding, speaking clearly, hearing sounds/communication, depth/color perception, and exposure to normal hazards associated with law enforcement, such as adverse weather conditions, and blood borne pathogens. Incumbent exerts strenuous physical effort during emergency situations, such as chasing and apprehending offenders and assisting with emergency evacuation and care of vehicular accident victims. Incumbent occasionally works extended and/or irregular hours, and appropriately responds to emergencies from off-duty status as assigned or directed.