



DEPUTY SHERIFF

PURPOSE

To serve as an Putnam County Sheriff's Department officer whose primary responsibility is to enforce state criminal and traffic laws, render aid to persons in need and respond to citizen complaints and requests for police service.

I. RESPONSIBILITIES

- Work involves many independent decisions. Since the incumbent normally performs duties alone, independent judgment is often required to make decisions for unique circumstances. Some complex problems may arise that require an immediate decision. Incumbent receives general instructions before and during the shift.

II. DUTIES

- Patrol county, state and federal roads to detect and apprehend criminal and traffic law violators.
- Investigate vehicle crashes.
- Perform a wide variety of courtesy services.
- Make death notifications.
- Attempt to locate motorists and/or other persons for the delivery of emergency information.
- Direct and control traffic at disaster scenes, accident sites and special events.
- Render first aid to persons until medical help arrives.
- Conduct criminal investigations.
- Coordinate and assist investigative efforts with the Department investigative personnel.
- Testify in criminal and traffic court.
- Prepare and submit various reports in a complete, accurate and timely manner.
- Identify, collect and submit evidence in compliance with Department Standard Operating Procedures.
- Transport emergency medical supplies, blood, etc.
- If a volunteer, may be selected to serve in a Department specialty area. If selected, serve as a Field Training Officer.
- Assist the Federal Aviation Administration in the investigations of aircraft crashes.
- Present law enforcement related public affairs programs.
- Assist local, state, federal law enforcement agencies and other county/state agencies in a wide variety of areas.
- Perform other duties as required.

III. JOB REQUIREMENTS AND ESSENTIAL FUNCTIONS

- High school graduate or equivalent (GED).
- Graduate of the Indiana Law Enforcement Basic Academy within one year of appointment.
- Must possess a valid Indiana driver's license.
- Ability to make critical decisions under adverse or emergency conditions.
- Qualified as a First Responder.
- Qualified to use Department firearms and other defensive weapons and have the ability to physically defend oneself.
- Working knowledge of Department Rules, Regulations and Standard Operating Procedures.
- Qualified to operate specialized and/or technical equipment such as RADAR, photographic equipment, breath test instruments, video tape and fingerprint.
- Field Training Officers and specialty area volunteers are required to possess additional knowledge and ability to effectively use their unique skills and techniques.
- Ability to analyze complex problems and design acceptable alternative solutions.
- Working knowledge of substantive criminal and traffic law, criminal law procedure and the rules of evidence.
- Knowledgeable in various criminal methodologies and the procedures for conducting criminal investigations.
- Ability to communicate effectively, both verbally and in writing.
- Perform general police duties.

IV. PERSONAL WORK RELATIONSHIPS

- Work with Department personnel.
- Work with personnel from criminal justice system, hospital, ambulance, local and county government officials and towing company personnel.
- Work with the public and news media.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

- Work is normally performed in the field, subject to outdoor activity in adverse weather and/or environment conditions.
- Schedule frequently rotates due to numerous reasons.
- Must be physically fit, emotionally stable and able to work under stressful conditions for extended periods.