

Hancock County Sheriff's Department Entry Level Merit Deputy Eligibility and Job Description

Basic Qualifications & Procedures for the Probationary Merit Police Officer Selection Process

In order to ensure the perpetuation of the prestige and reputation of the Hancock County Sheriff's Office, each applicant will compete against other applicants in each step of the selection process. Only those applicants who possess the skills, knowledge and abilities to perform essential police duties will be considered.

BASIC ELIGIBILITY REQUIREMENTS

1. Applicant must be a United States Citizen.
2. Applicant must be at least 21 years old.
3. Applicant must have a High School Diploma or acceptable G.E.D.
4. Applicant must meet eyesight requirements (correctable to 20/50).
5. Applicant must possess a valid driver's license.
6. Applicant must be a Hancock County resident or live within 10 miles of Hancock County at the time of appointment, or within officer's probationary period.
7. Applicant must have never been convicted of a misdemeanor crime of domestic violence or a felony.
8. Applicant must have no involvement with illegal drugs.
9. Applicant must be able to meet the Indiana Law Enforcement Academy (ILEA) basic physical standards during the agility test phase of the selection process to include:
 - a. 1.5 mile run 16 minutes & 28 seconds maximum
 - b. vertical jump 16 inches minimum
 - c. pushups 25 minimum
 - d. sit-ups 29 minimum in one minute
 - e. 300 meter run 71 seconds maximum
10. Applicant must pass a written entry level examination.
11. Applicant must submit to drug screening and psychological testing
12. Applicant must submit to being fingerprinted.

13. Applicant must submit to a thorough character investigation by department personnel which will include, but is not limited to:
 - a. credit rating
 - b. previous employment
 - c. driving record
 - d. criminal history
 - e. background research
 - f. personal references
14. Applicant must pass a thorough physical by a physician.
15. Applicant must be willing to work a revolving shift schedule.
16. Applicant's employment with the Hancock County Sheriff's Office will be their primary source of income.

JOB DUTIES & DESCRIPTION

1. Counsels Borderline Offenders
2. Assesses Accident Scene – assesses accident scene to determine situation needs, (e.g. ambulance, tow trucks, etc.)
3. Secures and Directs Collection of Evidence at Accident Scenes
4. Orally Communicates with Other Members of the Department – participates in meetings, speaks up and provides input; provides subordinates or supervisors with information
5. Operates Vehicle Under Emergency Conditions – pursues speeding vehicles, responds to emergency calls using appropriate speed and emergency status (i.e. lights and siren)
6. Provides Security – guards prisoners or property, maintains order; provides escort (e.g. payroll, funeral, etc.)
7. Attends Work Activities – arrives at work on time; attends all work functions in a reliable fashion; attends scheduled court testimony, roll call debriefings and other special assignments
8. Maintains Appearance – maintains physical fitness, maintains personal appearance and uniform in accordance with departmental policy

9. Maintains Equipment and Work Area – maintains supply of forms and reports needed to perform duties; ensures equipment (car, weapon, radio, radar device, etc.) is kept in good working order and work area (desk, car, classroom, office, etc.) is clean and organized
10. Conducts Preliminary Investigations of Complaints – receives case assignments from supervisor; investigates complaints received or initiates investigative action, as appropriate; conducts preliminary review of case to determine if elements of crime are present and to identify course of action
11. Patrols Assigned Area in Vehicle – operates a motor vehicle; maintains high patrol visibility to assist in crime prevention; actively performs routine beat patrol, for service; regularly checks businesses and residential areas
12. Performs Duties Relating to Traffic Enforcement – observes traffic violations; detains violators; checks registration and licenses for status and identification; advises driver of violation committed and need to maintain safe driving practices; administers field sobriety tests; conducts or requests chemical tests for intoxication, if indicated; issues warnings, summonses, citations or makes arrests
13. Performs Duties Relating to Pedestrian Traffic Enforcement – observes pedestrian violations; detains violators, checking identification; advises individual of violation committed and need to maintain safe pedestrian practices; issues warnings, citations and summonses
14. Performs Duties Relating to Parking Control in Assigned Area – observes violations relating to local traffic ordinance(s); checks vehicle plates for status; issues summonses, citations and warnings
15. Makes Arrests – pursues suspect by driving, walking or running, restrains suspect if necessary; makes arrests as needed, advising subject of rights, if applicable; conducts search of arrested subject; ensures subject is transported to appropriate detention area
16. Operates and Monitors Radio – receives emergency and non-emergency radio runs and information from dispatch; acknowledges runs dispatched and notes relevant information; advises dispatch when on scene; marks back in service upon completion of activities; monitors radio listening for requests for backup; notifies dispatch of descriptions of suspects for broadcast

17. Conducts Searches – follows appropriate procedures in conducting searches of persons, automobiles, residences, etc.; follows step by step procedure to ensure area/individual is thoroughly searched
18. Pursues Fleeing Suspects – pursues suspects either on foot or in automobile, maintains contact with dispatch, informing them of current status and location of pursuit at all times; follows appropriate department procedure for pursuit
19. Assists in Crowd Control – assists with maintaining order and flow of pedestrian and vehicle traffic on day-to-day basis and at scenes of special events or major incidents (i.e. parades, sporting events, etc.)
20. Practices Lifesaving/First Aid Techniques – removes people from danger, including carrying unconscious people; performs appropriate first aid technique (CPR, compression, etc.) to assist victim of injury/illness, summons additional medical personnel for assistance if necessary
21. Handles Hostile Contacts – interacts with other individuals under extreme conditions; uses appropriate measures to calm situation; uses physical force to subdue dangerous suspects
22. Communicates in Writing – conveys messages through written format / interdepartmental; prepares reports; writes narrative reports; check reports for accuracy; submits to appropriate personnel
23. Reports to Crime Scenes – secures scene and directs activities, as appropriate; identifies and directs collection of physical evidence and data at crime scene; reviews evidence and requests crime lab examination; directs traffic, quarantines area, assists individuals in leaving area or prevents looting
24. Obtains Information From Citizens – establishes contacts with informants; interacts with informants to maintain positive relationship
25. Maintains Records/Documentation – maintains daily log of activities; records/documents events
26. Transports Variety of Articles/Individuals – assumes possession of variety of articles (personal property, evidence, paperwork, etc.) and people; transports articles/individual to appropriate location; delivers articles/individual to appropriate personnel in a timely fashion

27. Locates, Separates and Interviews Victims and Witnesses – conducts interviews to determine and verify nature of offense and identify suspect(s); ascertain if victim is willing to prosecute
28. Gathers and Collects Facts and Physical Evidence for Case Preparation – reconstructs incident through taking of measurements, notes, sketches and drawings; takes photographs of scene; collects, marks and packages physical evidence and data; recovers latent prints; reviews evidence and monitors evidence analysis
29. Performs Variety of Police-Community Relations Functions – meets and talks with citizens, providing information and advising of safety measures; visits local businesses to determine needs for service; assists motorists, providing directions; talks with members of the public to establish rapport; makes presentations to neighborhood organizations
30. Testifies in Court – prepares for testimony, reviewing reports and notes; meets with other officers and representatives from Prosecutor’s office to review case; obtains appropriate evidence from Property Room; appears in court; presents testimony in accordance with Departmental policy
31. Directs Traffic – uses whistle, hand signals, etc. to direct flow of traffic (vehicular and pedestrian)
32. Operates Firearms – completes department firearm proficiency requirements; displays or uses firearms to subdue suspects when necessary as allowed by applicable law and department regulations
33. Interacts with Representatives From Other Agencies to Share Information and Coordinate Activities – meets with representatives from other agencies to share information and coordinate activities
34. Assists Citizens – assists citizens with problems such as lost children, injured persons, animal bites, civil disputes, locked doors, vehicle inspection, and verifications of abandoned vehicles; refers persons to appropriate social service agencies
35. Basic Computer Skills – use basic computer skills for data entry into Mobile Data Terminals; create case reports, create crash reports, create incident reports