



Boone County Sheriff's Office Job Description

Job Title:	Deputy Sheriff	Reports to:	Shift Supervisor
Department/Group:	Enforcement Division	Shift:	Any
Location:	BCSO	Travel Required:	Minimal
Level/Salary Range:	\$44,650-\$49,611	Position Type:	Merit - Full Time
HR Contact:	Brittany Hicks	Date posted:	12/30/2016
Will Train Applicant(s):	Yes	Posting Expires:	1/13/2017
External posting URL:	www.boonecountyindianasheriff.com		
Internal posting URL:	www.boonecountyindianasheriff.com		
Applications Accepted By:			
Electronic Submission Only www.boonecountyindianasheriff.com Administration Tab, then Employment Tab			
Job Description			
<p>Role and Responsibilities</p> <p>Under the general direction of the shift supervisor, performs a full range of police duties necessary to enforce the law. Investigates complaints, maintains order, aids individuals, and identifies criminal offenders. Identifies law enforcement problems, resolves conflicts, and provides other police services to the public as necessary. Performs a variety of unplanned physical tasks which include the restraining of violent individuals or animals, running as fast as possible while chasing, climbing fences and responding to EMS and rescue emergencies. Officers must handle gun belts, street barricades, EMS equipment such as oxygen, drug boxes, patients, and stretchers. Decisions within areas of responsibility are made independently. Supervision received is general. Daily work plans are established with periodic review of progress. There is frequent interaction with the general public.</p> <p>The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.</p> <ul style="list-style-type: none"> • Observes, detects, and apprehends violators of traffic and other laws. • Observes and takes appropriate actions regarding physical hazards and illegal criminal activities. • Responds to emergency calls and assists fire and EMS services as necessary. • Conducts investigations of incidents occurring on the shift. • Determines appropriate action to be taken at each incident. • Completes a written report of all activities during a shift. • Completes State of Indiana forms when required for an incident. • Completes departmental forms, logs, and summaries related to the processing of evidence. • After reviewing reports, makes necessary referrals to Social Services, Juvenile Probation, the Prosecutor's Office, and private organizations • Reviews necessary reports and documentation of incidents. • Provides testimony concerning each incident. 			



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- Performs other such duties as assigned by other superior officers

Qualifications and Education Requirements

- Be a citizen of the United States
- Be at least 21 years of age at time of appointment
- Have obtained a high school diploma or have attained a passing score on the general education development test indicating a high school graduation level.
- Cannot have any Felony, Battery misdemeanor or Domestic Violence conviction
- Possess good moral character as determined by a favorable comprehensive background investigation covering school, employment records, home environment, personal traits and integrity.
- Consideration will be given to all law violations, including traffic and conservation law convictions, as indicating a lack of good character.
- Pass a written entry-level examination
- Pass physical examination / agility testing (if required)
- Submit to psychological testing and a Polygraph
- Submit to a drug test
- Submit to being fingerprinted
- You must appear for an oral interview
- Successfully complete post application training
- Provide a copy of your Birth Certificate
- Possess normal hearing, normal color vision, and normal visual functions and acuity in each eye correctable to 20/20
- Be free from any other impediment of the senses, physically sound, in possession of his or her extremities, and well developed physically, with height and weight in relation to each other as indicated by accepted medical standards.
- Be free from performance limiting physical defects and/or communicable diseases. Be free of mental and/or emotional instabilities which may tend to impair the efficient performance of a law enforcement officer's duties or which might endanger the lives of others or the law enforcement officer.
- Possess a valid Indiana motor vehicle operator's or chauffeur's license.
- Be a resident of Boone County, Indiana

Preferred Skills

- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments.
- Ability to move quickly and forcefully in response to unexpected situations.
- Ability to maneuver and work in a variety of ground conditions.
- Ability to operate patrol vehicles in emergency mode.
- Ability to get in and out of a patrol car on a frequent basis.
- Ability to successfully pass a physical skills and agility test at the time of graduation from the ILEA.



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- Possess the finger and arm dexterity and the strength necessary to safely operate a firearm.
- Knowledge and experience in the utilization technical equipment including computers, cameras, and radar units.
- Proficiency in word processing/typing.
- Ability to render credible testimony in a court of law.
- Ability to communicate effectively both verbally and in writing with a variety of people including co-workers, other professionals, appointed and elected officials, and the general public.

Written By:	Major Brian Stevenson	Date:	01/08/2016
Approved By:	Sheriff Mike Nielsen	Date:	12/7/2016
Last Updated By:	Executive Secretary Brittany Hicks	Date/Time:	12/30/16