



Boone County Sheriff's Office Job Description

Job Title:	Special Deputy	Reports to:	Courthouse Sergeant
Department/Group:	Courthouse Division	Shift:	As Required or Assigned
Location:	BCSO	Travel Required:	Minimal
Level/Salary Range:	\$51,528	Position Type:	Non-Exempt/Full Time
HR Contact:	Brittany Hicks	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	
External posting URL:	www.boonecountyindianasheriff.com		
Internal posting URL:	www.boonecountyindianasheriff.com		
Applications Accepted By:			
Job Description			
<p>Role and Responsibilities</p> <p>The Courthouse Division Special Deputy is assigned to the courthouse and ancillary county government buildings. Under the general direction of the courthouse sergeant, performs a full range of police and security duties necessary to enforce the law and maintain safety and security. Investigates complaints, maintains order, aids individuals, screens visitors, 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, running as fast as possible while chasing, climbing stairs, and responding to emergencies. Officers must handle gun belts, ballistic vests, and EMS equipment such as defibrillators. 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. Responsible for safety and security for all Boone County Government Buildings.</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 by the Sheriff or his designee.</p> <ul style="list-style-type: none"> • Responsible for the safety of elected officials, employees, and visitors • Observes, detects, and apprehends law violators including warrant service and making arrests at sentencing • Investigate and document incidents that occur on county property involving the general public and prisoners • Act as a liaison for the Sheriff's Office, county employees, and elected officials • Transport of prisoners to and from the jail for court hearings as requested by the courts • Monitor all Video in Boone County Government Buildings • Maintain one entrance/one exit security • Assist with all scheduling/covering of after-hours special events 			



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- Provide a presence at any and all public meetings
- Create and maintain daily transport schedules and calendars for Courts.
- Monitor conduct of prisoners in court according to established policies, regulations, and procedures, to prevent escape or violence.
- Provide a safe and secure environment for inmates and the public while in the custody

Qualifications and Education Requirements

- Be a citizen of the United States.
- Be at least 21 years of age at time of appointment.
- Possess a valid Indiana Driver's License.
- 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 polygraph exam, psychological testing, medical screening, and any other testing BCSO deems necessary. (if required)
- 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.

Approved By:	Sheriff Tony Harris	Date:	12/02/2024
Last Updated By:	Matron Brittany Hicks	Date/Time:	12/02/2024