



No applicant shall be discriminated against, or favored with respect to employment because of race, sex, religion, politics, national origin, or ancestry. Each applicant will be limited only by his own abilities and qualifications.

Job Title/Position: Merit Deputy

Shift: Days, Evenings, Nights, Weekends, Holidays

Essential Job Requirements, Skills, and Abilities:

- Knowledge of law enforcement procedures and methods including patrol, traffic, officer safety, investigation, report writing and data systems.
- Extensive knowledge of criminal law procedures such as search and seizure, arrest, interrogation, confession, evidence, crime scene protection, due process, and court procedure.
- Extensive knowledge of criminal traffic law.
- Working knowledge of social service agencies in the community.
- Working knowledge of business, educational, civic, and social organizations in assigned area.
- Working knowledge of emergency medical treatment procedures, and ability to apply those procedures safely to others.
- Extensive knowledge of roads in assigned area, and working knowledge of street and highway layout in community and surrounding area.
- Ability to stand or sit for long periods of time, sometimes in extreme weather conditions.
- Ability to operate a vehicle safely at high speeds under less than ideal conditions or weather.
- Ability to physically protect one's self, and restrain others.
- Ability to lift and carry unconscious persons short distances.
- Ability to pursue suspects by running, climbing stairs, forcing entry, scaling walls and jumping fences.
- Ability to sustain physical effort in situations of personal danger or danger to others.
- Ability to use weapons accurately and safely as defined in Kosciusko County Policy.
- Ability to use a two-way radio.
- Ability to communicate with the public in situations which may be highly emotional or hostile.
- Ability to observe and report observations accurately and in detail.
- Ability to establish rapport with individuals and groups of differing ages, races, and values.
- Knowledge of departmental rules, regulations, and department general orders.
- Ability to appropriately respond to emergencies from off-duty status.
- Assists citizens with problems such as lost children, injured persons, animal bites, civil disputes, locked doors, vehicle inspections, verifications, and abandon vehicles.
- Refers persons to appropriate social service agencies when situation warrants.

- Responds to assigned run by driving, walking, or running to a specified location, assesses situation, and determines need for other assistance, and takes appropriate action.
- Removes persons from danger including carrying unconscious persons and provides emergency aid to injured persons.
- Investigates accidents, extracts victims, provides emergency medical aid, gathers evidence, records observations and statements of witnesses and victims, requests assistance from other officers or agencies as needed, directs the removal of the vehicles involved, and ensures the area is clear.
- Searches crime scenes, and takes prescribed actions to preserve and protect evidence, and records findings and observations.
- Interviews victims, suspects, and witnesses, and records responses and observations.
- Pursues, apprehends, searches, and arrests suspects using only necessary force, advises suspects of rights, and transports suspect to detention area in accordance with State Law and Kosciusko County Policy.
- Restrains persons from physically striking or injuring others using appropriate force.
- Has the ability to drive a vehicle at high speed when situation warrants due to nature of emergency pursuant to departmental policy.
- Stops drivers of vehicles when traffic violations are observed, verifies license and registration data, advises driver of safe driving practices, and issues citation or makes arrest as warranted.
- Directs vehicular and pedestrian traffic when congestion occurs or as directed.
- Reports as directed to scenes of general emergencies, and takes appropriate action to protect life and property, such as directing traffic, quarantine area, assisting individuals in leaving area, prevents looting, and requests appropriate assistance.
- Maintains visibility in the community by meeting and talking with citizens, providing information, visiting local businesses, and making presentations to schools, neighborhoods, and civic organizations projecting a positive, professional image as an ambassador for the County of Kosciusko.
- Writes reports and completes forms as required by operating procedure, and makes oral reports to appropriate personnel. Testifies in court, and prepares for such testimony by reviewing reports and notes, meeting with attorneys, and obtaining appropriate evidence.
- Participates in training on law enforcement procedures, including firearms, criminal justice, court, procedure, emergency medical aid, and related subjects.
- Properly maintains uniforms, equipment, and weapons pursuant to departmental policy.
- Performs physical exercises to maintain physical condition.
- Maintains cleanliness of all work areas and any other areas as assigned by Sheriff
- Works as assigned hour shifts (subject to call-in on days off), including weekends and holidays at the discretion of the Sheriff.
- Performs related duties as assigned.

Duties and Responsibilities:

Patrols assigned area on foot or in vehicle searching for suspicious activity or situations, and checking for persons in need of assistance.

Responds to calls for service in the safest and professional manner possible.

Monitors radio and other communication devices to receive assigned runs, and to maintain awareness of activities in assigned areas or by other officers.

As part of the application process, a Physical Agility Test will be conducted. All applicants will be expected to meet the following goals in order to complete the application process.

The Kosciusko County Sheriff's Department strongly suggests you consult your physician if you have any concerns regarding your physical capability or conditioning.

1.5 MILE-RUN

Completion Time - 16 minutes, 28 seconds or less

VERTICAL-JUMP

Minimum jump of 17 inches

PUSH-UPS

25 minimum,

SIT-UPS

29 minimum, must be done in 1 minute

300 METER RUN

Completion Time - 71 seconds or less

APPLY AT: Kosciusko County Human Resources, 100 West Center Street, Warsaw, IN 46580

Kosciusko County is an Equal Opportunity Employer.