



JOB DESCRIPTION: DEPUTY MARSHAL OFFICER

DEPARTMENT: POLICE

FUNCTION

- Under the direct supervision of Chief of Police and department Lieutenants, Sergeants & Corporals
- Perform all duties of a police officer as outlined

RELATIONSHIPS

- Personal working relationships with fellow officers, attorneys, judges, prosecutors, ambulance services, towing companies and the general public
- Working relationship with the Johnson County Animal Shelter for assistance as needed
- Working relationship with local school system in matters involving juvenile problems in and around schools
- Working relationship with New Whiteland Police Department and other surrounding agencies to maintain cooperation between departments
- Maintain working relations with other agencies and organizations within the Town

GENERAL

- Maintains a program of self-improvement to prepare for advancement
- Maintains effective communications with all encountered while performing job requirements and procedures
- Maintains a general awareness of the Town operations and direction
- Maintains ongoing methods to keep the morale of the department at a high level
- Interpret & maintain all departmental policies and WPD's Standard Operating Procedures (SOPs)

OPERATIONAL

- Work varies from day to day involving many unique situations
- Maintains uniform and equipment in accordance with Departmental Policy and SOPs
- Restock supply of forms and reports needed to perform duties
- Ensures vehicle is kept in good working order
- Maintains weapons in accordance with Departmental Policy
- Maintains personal notebook of daily activities, incidents, investigations, and district information (including but not limited to extra patrols requested, location of businesses, businesses hours, entrance/exits of businesses and property prone to criminal activity, elderly persons residing in area, etc.)

- Prepare for daily duties; obtain any new information relating to operations and administrative functions, reviews crime information sheets and information from other officers to plan patrol duties; reviews personal notes of district information, receive work direction from supervisors
- Patrol Town roadways to maintain high patrol visibility to assist in crime prevention and detect and apprehend law violators
- Detect possible criminal activities or needs for service; regularly checks high incident areas, businesses and residential areas
- Monitor radio broadcasts by Communications and other Officers to ensure awareness of activities in the area and to provide assistance if needed
- Performs duties relating to service and assistance; including but not limited to lost child, arguments, injured persons, walk-away, lock outs, prowlers, abandoned vehicles, dog bites, civil law disputes, alarms, vehicle inspections, etc.
- Prepare reports for incidents worked; check for accuracy and submits to appropriate personnel
- Serve search and arrest warrants and criminal summonses issued by courts, securing location and maintaining officer safety
- Respond to incident and accident scenes through radio runs, notifications, or observations (accidents, disturbances, domestic violence, investigations, etc.); assess scene to determine situational needs (assistance from others, ambulance, accident investigator, fire rescue, K9, etc.), assist victims, assist in extraction of victims, provide provision of first aid, secure scene to prevent further incidents
- Conduct investigations for criminal incidents and traffic accidents; gathering evidence, taking statements, preparing diagrams, notify Communications of descriptions for broadcast, assist in pursuits (foot and vehicular), apprehension of suspects, interrogate suspects, conduct or request breathalyzer tests, issue citations, warnings, and makes arrests as required, release vehicles, and clear scene
- Make arrests to enforce law using only force that is necessary; advise violator of rights, conduct search of arrested violator, ensure arrested violator is transported to appropriate detention area and evidence is secured
- Perform duties relating to traffic enforcement in accordance to Departmental procedures
- Attempt to locate drivers and/or persons to deliver emergency information
- Perform variety of police-community relations functions; consult with citizens regarding potential dangers and complaints, talk with juveniles to establish rapport, make presentations to schools and organizations, participate in departmental ride-along program, attend neighborhood meetings, aid disabled or lost motorists, etc.
- Direct and control traffic at accident sites, special events or disasters to ensure orderly flow
- Render first aid to persons injured at incident scenes or in need of medical attention
- Advise victims of procedures to follow in prosecution
- Testify in Court; prepares for testimony, reviewing reports and notes, meets with victims, witnesses, detectives, defense attorneys, and representatives from Prosecutor's Office to review

case, obtains appropriate evidence from property room, appears in court as required, presents testimony in accordance with Departmental policy

- Take latent fingerprints
- Serve as Public Relation Officer to represent the Whiteland Police Department and the Town of Whiteland as needed for incident & accident scenes
- Complete training courses required by law to obtain information on new procedures and maintain compliance with departmental Standards of Operations (SOPs)
- Coordinate with public works department during times of bad weather for road condition needs
- Consults with citizens regarding potential dangers and complaints
- As assigned by supervisors, handle those selective situations which require special ability or knowledge by Officer
- May be assigned to training, investigations, or other administrative assignments when the need arises
- Performs other duties as directed

SKILLS REQUIRED

- Possess good communication (verbal & written), listening, & interviewing techniques
- Ability to get along with all types of people, and to judge situations & people accurately
- Observe accurately and remember names, faces, numbers, incidents and places
- Basic knowledge of law enforcement theory, principles, and practices & the application of them to a wide variety of services and programs
- Familiar with patrol procedures, operating police radio and keyboard terminals
- Good working knowledge of Indiana Code, State Statutes and Criminal Law
- Have safe work methods and knowledge of safety regulations pertaining to the work
- Familiar with officer safety standards and safe driving principles and practices
- Proficient in First Aid
- Knowledge of use and care for firearms
- Be familiar with computer techniques and have basic typing and report writing skills
- Have public speaking and community relation skills
- Have disaster preparedness, internal investigations and police officer stress training
- Be flexible, open minded, alert and have self confidence
- Have good judgment, courage, self-control and a professional reputation
- Think and act quickly in emergencies to make critical decisions under adverse conditions
- Perform specific assignments with minimal oral or written directions
- Be proficient in emergency vehicle operation and containment
- Be aware of the needs, attitude and opinion of the community that affect public safety
- Proficient in self-defense principles and practices with the ability to defend one's self
- Meet standards of adequate physical stature, endurance and agility
- Walk/Run long and short distances
- Obtain an Indiana driver's license and develop an above average driving ability

- Perform chemical tests, operate photographic equipment, fingerprint recovery equipment and wireless recording devices Knowledge of criminal activities, dangerous drugs and the methods and procedures of conducting criminal investigations
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- Understanding of principles, practices and safe work methods in collecting, processing, logging, storing and safeguarding evidence, property, and materials, including hazardous materials
- Work in a patrol car or on foot and subject to outdoor activity in adverse weather and environmental conditions
- Coordinate & concentrate skills to successfully complete numerous tasks simultaneously
- Withstand excessive physical activity with limited rest periods

KNOWLEDGE

- High school diploma or equivalent
- Graduate of Indiana Law Enforcement Academy a plus

EXPERIENCE

- Previous experience in certified police service a plus

BENEFITS OFFERED

- Longevity Pay
- Vacation, Sick, Personal PTO Time
- INPRS-Indiana Public Retirement System (PERF)
- PTO Time Earned for Holidays worked
- Health, Dental, Vision, Life Insurance
- Long Term & Short Term Disability Insurance
- Voluntary Life Insurance for Employee and Dependents
- Take Home Vehicle
- Uniform Allowance
- Department issued Equipment

(updated 9/2023)