



Chief Rick Shipp - 549 Main St, Whiteland, IN 46184 - phone: 317.535.8100 - fax: 317.535.6062

JOB DESCRIPTION: TOWN MARSHAL

(ALSO REFERRED TO AS CHIEF OF POLICE)

DEPARTMENT: POLICE

FUNCTION

- Under the direct supervision of the Town Council
- Supervises the entire operation of the Whiteland Police Department
- Directs and establishes effective policy and procedures to enforce local and state laws
- Identifies opportunities within the Town for effective use of Police & Town equipment
- Consults with the Prosecutors & Judges on proper legal arrest techniques & procedures
- Consults with State to establish expectations, priorities & formal or informal standards
- Consults with Town Departments to utilize the Town facilities for required trainings
- Consults with Engineers on road repair projects demanding alteration of traffic patterns
- Consults with local school principals and administrators regarding problems in and around local schools involving safety and security of children
- Perform all duties of a police officer as outlined

ORGANIZATIONAL

- Organizes Police Department budget and oversees daily expenditures; including authorizing payroll, evaluating needs and procuring new equipment/supplies
- Develops the personnel standards & employment procedures with Town Council for department
- Selects and employs departmental personnel; including interviewing, making hiring recommendations, assignment of work and equipment
- Organizes public relations programs; Neighborhood Crime Watch and Ident-A-Child
- Organizes training sessions to update staff on new techniques of enforcement
- Attends meetings with other agencies regarding emergency/disaster procedures
- Determines the public safety needs of the Town based on Traffic Safety Council Survey
- Organizes and presents mandated reports on records for State & Federal review
- Organizes an effective and efficient operation at minimum cost

GENERAL

- Maintains a program of self-improvement to prepare for advancement
- Maintains effective communications 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
- Implements more efficient concepts as needed

RELATIONSHIPS

- Personal working relationships with fellow officers, local school systems, attorneys, judges, prosecutors, ambulance services, towing companies, other emergency departments, town organizations, surrounding jurisdiction agencies and the general public
- Reports directly to Town Council the progress & performance of Police Chief position
- Communicates with other departments in the Town concerning the area of public safety, personnel and local code enforcement problems
- Works in conjunction with department personnel to coordinate effective use of Town resources
- Communicates with all Indiana Town Marshals, Police Chiefs and Administrators by enrollment in the Indiana Chief of Police Association
- Working relationships with the Johnson County Animal Shelter for assistance as needed
- Working relationships with Indiana Law Enforcement Academy for input on training seminars
- Works closely with other Law Enforcement Agencies to exchange training methods and policies
- Working relationships with New Whiteland PD to maintain cooperation between departments

SUPERVISION

- Has direct supervision of all full time officers, reserve officers, Canine officers, and civilian staff employed with the Police Department
- Assigns functions and duties within the department
- Supervises release of public information
- Supervises radio and computer techniques as required
- Supervision over confiscated property & legal disposal of property (confiscated or PD owned)
- Supervises control and usage of all equipment within the department
- Supervises investigations involving any Town personnel or use of Town equipment
- Conducts evaluations of staff and operations to ensure quality control
- Investigates complaints concerning the conduct or performance of department and employees
- Executes suspension for cause and recommends additional actions for violation of rules and regulations governing department operations and conduct of personnel
- Reprimands, assigns special details to or withholds certain privileges from any member of department for breach of discipline and/or minor violations of department rules & regulations
- Review and investigate firearms applicants
- Reviews & determines time off requests for department; while ensuring department coverage
- Reviews timesheets for accuracy & signs off on them for payroll processing
- Ensures that remedial training/counseling is administered to Officers to overcome deficiencies
- Assist and advise department with more difficult or hazardous situations by exercising technical supervision over less experienced Officers
- Provide leadership and motivation to ensure departments expeditious response to and completion of all assignments and reaching departmental goals
- Accountable for the actions or omissions which are contrary to departmental regulations/policy

- Ensures department receives and understand training & implementation of current training courses, proper & legal arrest techniques & procedures, established department expectations, priorities and other formal and informal standards
- Prepare reports for incidents worked; check for accuracy & submits to appropriate personnel
- Serve search & arrest warrants/criminal summonses issued by courts, securing location & 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.

OPERATIONAL

- Work varies from day to day involving many unique situations
- Oversees and informs the Public Information Officer representing the Department on incident information to be released or Serves as the Public Information Officer
- Educates staff on the efficient use of all equipment in the Police Department
- Oversees and assists with development and implementation of the training program and completion of training courses required by law with the designated Training Officer; or serves as the Training Officer for the Department
- Ensures maintenance of department personnel records as required by law
- Conducts daily reviews of the of Town budget assigned to the Police Department
- Coordinates public safety plans and needs with staff to ensure that an adequate environment is readily available for the citizens of Whiteland
- Recommends manpower changes to the Town Council
- Control and investigate firearms applicants
- Develops and staffs Personnel Manning Table; listing duties of staff & hours scheduled
- Directs and monitors the preventive maintenance of the police vehicles fleet
- Collects and reports fees for departmental services
- Maintains uniform and equipment in accordance with Departmental Policy and SOPs
- 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
- Regularly 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
- Perform 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.
- 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
- Consult with citizens regarding potential dangers and complaints
- Assign and direct Officers on how to handle those selective situations which require special ability or knowledge by Officer
- Assist with training, investigations, or other administrative assignments when needed
- Performs other duties as needed

SKILLS REQUIRED

- Have leadership skills and management techniques
- 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
- Be aware of and remain current on recent changes in the Fair Labor Act
- Be state certified to instruct police subjects
- Knowledge of inter-relationships & budgeting procedures of state & federal government
- Extensive knowledge of law enforcement theory, principles, and practices & the application of them to a wide variety of services and programs
- Knowledge of patrol procedures, operating police radio and keyboard terminals
- Knowledge of Indiana Code, State Statutes and Criminal Law
- Have safe work methods and knowledge of safety regulations pertaining to the work
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- Familiar with officer safety standards and safe driving principles and practices
- Proficient in First Aid
- Knowledge of use and care for firearms
- 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 & act quickly in emergencies to make critical decisions under adverse conditions
- 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 statue, endurance and agility
- Walk/Run long & short distances; withstand excessive physical activity with limited rest periods
- 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, on foot & subject to outdoor activity in adverse weather conditions
- Coordinate & concentrate skills to successfully complete numerous tasks simultaneously

KNOWLEDGE

- High school diploma or equivalent
- Graduate of Indiana Law Enforcement Academy
- Certification of instruction in supervision
- State certification in instructor development
- State certification in chief executive training, IC 5-2-4-9

EXPERIENCE

- Minimum of ten (10) years certified police service
- Minimum of three (3) years experience as supervisor
- Minimum of two (2) years experience in city or town administration

BENEFITS OFFERED

- Longevity Pay
- Vacation, Sick, Personal PTO Time
- INPRS-Indiana Public Retirement System (PERF)
- Compensation Time for Overtime work
- Holiday Pay
- Holiday Overtime Compensation
- 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)