



STARKE COUNTY SHERIFF'S OFFICE

SHERIFF JACK ROSA

TELEPHONE: (574)772-3771

5435 E. STATE ROAD 8

FAX: (574)772-7641

KNOX, IN 46534

Patrol Officer Position

Responds to calls for service. Obtains appropriate information at the scene. Determines whether it is a civil or criminal matter. Evaluates information and determines priority of actions at scene. Searches person, places and things. Protects the scene. Identifies, collects, transports and preserves evidence and personal property.

Consistently demonstrates working knowledge of and compliance with all department policies, procedures and directives.

Demonstrates working knowledge of laws, codes and legal procedures by: accurately detecting crimes and violations and applying the appropriate statute to each; complying with legal requirements when making arrests, conducting searches and seizing evidence; and writing reports that include all necessary legal elements.

Applies reason and logic rapidly in a legally correct manner when under physical, emotional and intellectual stress. Comprehends and processes new information quickly and accurately. Retains relevant information.

Applies appropriate safety precautions in hazardous and potentially dangerous situations. Maintains a safe position when dealing with persons. Maintains awareness of own locations and that of others to include fellow officers.

Prepares written reports, memos, citations, activity logs, etc... This includes the documentation of own observations and actions; statements of victims, witnesses, and suspects. Writes legibly using acceptable grammar, punctuation and spelling.

Possesses and maintains ability to work rotating shifts. Participates in roll call and briefings. Maintains awareness of assignment activities. Maintains personal and departmental equipment in satisfactory condition.

Establishes and maintains effective relationships with peers, supervisors and the public. Asserts self when necessary to confront or exert control over others.

"LOYALTY AND PRIDE"

Approaches and detains persons; makes arrests; restrains and/or subdues persons when necessary to effect physical arrests; searches persons for physical, visual and auditory evidence, using hands, eyes, and ears. Utilizes necessary level of force when appropriate under law and procedure.

Controls personal emotional responses and acts appropriately under high levels of personal stress. Consistently demonstrates sensitivity to feelings of others; listens with empathy towards others; and displays compassion to those in distress. Controls personal aggressive responses and acts in a manner designed to calm volatile persons.

Gathers information utilizing verbal and physical interview techniques. Gives legal admonishments. Takes verbal and written statements. Takes photographs, measurements and prepares crime scene sketches.

Possesses and maintains ability to safely: utilize verbal and physical control techniques; physically maneuver over, under, and through physical obstacles, as well as drag items, run, jump, crawl and lift up to 100 pounds; qualify with a departmental approved handgun, shotgun and rifle; and drives sedans, vans, and 4 x 4 vehicles.

Explains procedures, laws, complaints and other information as required by verbal and written methods. Mediates disputes and provides a resource for the public for information concerning areas of human services commonly requested by the public.

Inspects vehicles. Operates vehicles during routine and emergency operations under varying road, weather and lighting conditions. Performs minor maintenance when required.

Speaks English clearly and converses effectively with persons of divergent ethnic, cultural and educational backgrounds. Projects voice clearly and forcefully when necessary while under personal stress.

Must have basic user-level competency with computer operating systems.

Perform other related duties as assigned by the Sheriff.