

**POSITION DESCRIPTION**  
**Lake County Sheriff's Department**

**POSITION:** Patrol Officer  
**WORK SCHEDULE:** As assigned

**DATE WRITTEN:** February 2022

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The Lake County Sheriff's Department provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Patrol Officer for the Sheriff's Department, responsible for enforcing federal, state and local laws, and serving and protecting individuals, their rights and property.

Applicant must be able to satisfactorily perform the Duties, Essential functions, and Job requirements included but not limited to:

- **Essential Job Functions:**
- Monitors radio and other communication devices and responds to calls of distress and complaints of alleged unlawful activity. This includes assessing and bringing situations under control, taking statements from victims and witnesses, providing assistance, and calling social service organizations for assistance as needed.
- Enforces traffic laws by stopping drivers for traffic violations, verifying licenses and registration data, conducting breath tests as necessary, issuing warnings/citations, and/or making arrests as warranted.
- Regularly conducts proactive and reactive patrols of unincorporated streets and other designated areas, maintaining high visibility, and ensuring security of residences and businesses. Investigates and reports suspicious or un-lawful activities, and takes appropriate action to enforce applicable laws.
- Responds to and investigates traffic accidents, including assessing extent of injuries, calling for emergency medical assistance, taking statements from victims and witnesses, assisting reconstructionist, directing removal of damaged vehicles and ensuring area is clear. Periodically assists with accident victims, and lifting victims onto stretchers and into medical vehicles as needed.
- Directs vehicular and pedestrian traffic when congestion occurs or as assigned. Works with other emergency personnel during weather emergencies, notifying appropriate individuals, including County and State departments and utilities, regarding dangerous conditions, such as downed trees and power lines.
- Participates in formal investigation of crimes, including searching crime scenes, collecting, preserving and protecting evidence according to prescribed procedures, and interviewing victims and witnesses.
- Pursues, apprehends, searches (legal searches of persons or property with or without a search warrant) and arrests suspects using only the amount of physical force necessary, advising them of rights and transporting to detention area. Prevents individuals from injuring themselves or

others by using physical restraint or appropriate weapons. Intervenes, mediates and assists in resolving citizen disputes.

- Periodically testifies in court as required, including meeting with Prosecuting Attorney, preparing documentation, and reviewing case materials.
- Maintains appearance and serviceability of assigned vehicles, uniforms, equipment, and weapons.
- May be given special assignments, such as public speaking engagements or providing police escorts. May serve on specialized law enforcement teams, such as SWAT tactical teams, Traffic Reconstructionist, Evidence Technician, Criminal Investigations and K-9.
- Periodically attends prescribed in-service and/or training programs for certification in specialized law enforcement areas as assigned or required.
- Performs related duties as assigned.

#### **I. Qualifications Required to Perform Essential Job Functions:**

- High school diploma or GED.
- Completion of Lake County Sheriff's Department probationary period and field training program.
- Or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills and abilities for this position.
- Must possess and maintain a valid Indiana driver's license
- Must be have or be able to obtain an Indiana Law Enforcement Academy Certificate.
- Ability to meet all departmental hiring and retention requirements.
- Ability to meet all federal and state laws regarding possession and carrying of weapons.
- Must be drug free

#### **Knowledge, skills and Abilities required to Perform Essential Job Functions:**

- Working knowledge of and ability to make practical application of customary practices, procedures, rules and regulations of the Department and civil, criminal and juvenile justice systems.
- Working knowledge of County geography and radio frequencies, codes, procedures and limitations.
- Working knowledge of and ability to research and enforce applicable state and local laws, perform standardized patrol operations, and take authoritative action as needed.
- Working knowledge of and ability to use and properly maintain all assigned uniforms, vehicles, equipment and weapons.
- Working knowledge of universal health precautions, high risk environments, and bloodborne pathogens, and ability to apply such knowledge in the field to protect oneself against infection.
- Working knowledge of standard, English grammar, spelling and punctuation, and ability to enter data on computer, and effectively prepare and complete Department reports within established deadlines.
- Ability to perform addition, subtraction, multiplication and division, and to calculate decimals and percentages: may include the ability to perform mathematical operations involving basic algebraic and geometric principles and formulas.
- Ability to physically perform the essential duties of the position, including, but not limited to, sitting/driving/standing for long periods, pursuing suspects by driving a vehicle at high speed, close and far vision, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.

- Ability to deal swiftly, rationally and decisively with potentially violent individuals in precarious situations, de-escalate volatile situations by means of conversation/negotiation, and make arrests using appropriate physical force as situations demand.
- Ability to effectively listen, comprehend and communicate with co-workers, suspects/offenders, court personnel, other law enforcement agencies, crime/accident victims and witnesses, and the public, by radio, telephone, in person or in writing, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to understand, memorize, retain and carry out written or oral instructions and present findings in oral or written form.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to provide public access to or maintain confidentiality of department records and information according to state requirements.
- Ability to adapt to changing weather conditions, work environments, irregular and/or extended hours, and perform duties despite the stress of potential injury and loss of life to self and others.
- Ability to serve on 24-hour call and appropriately respond to emergencies from off-duty status as assigned or directed.
- Ability to obey all written and oral orders and directives from superior officers, and work alone and with others in a team environment with minimum direct supervision.
- Ability to travel out of town for training, sometimes overnight.
- Possession of a valid driver's license and demonstrated safe driving record.

## **II. Responsibility:**

- Incumbent performs a wide variety of patrol and public assistance duties according to established Departmental policies and standard police procedures, making independent decisions and taking authoritative action in response to situational demands. Errors in decision or work may not be readily detected by periodic supervisory review and may result in adverse effects on Department operations, inconvenience for members of the public, and/or injury or loss of life to self, co-workers or the public.

## **III. Personal Work Relationships:**

- Incumbent maintains frequent contact with co-workers, suspects/offenders, court personnel, other law enforcement agencies, crime/accident victims and witnesses, and members of the public for a variety of purposes, including exchanging information, providing public assistance and enforcing applicable laws. Incumbent's work frequently involves non-routine problem-solving to gain cooperation of law offenders in situations that may jeopardize the safety of the public and/or the incumbent.
- Incumbent reports directly to Corporal/Sergeant/Lieutenant of Patrol and/or to appropriate chain of command.

## **IV. Physical Effort and Work Environment:**

- Incumbent performs duties in an office environment and in the field, often in a vehicle, including, but not limited to, sitting/driving/walking/standing for long periods, close and far vision, and hearing sounds. Incumbent is frequently exposed to normal hazards associated with law enforcement, traffic control and regular vehicle patrols, such as adverse weather conditions and traffic. No prolonged, extreme physical demands are associated with normal duties or

assignments, but incumbent may exert strenuous physical effort during emergency situations, such as pursuing suspects by driving a vehicle at high speed, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.

- Incumbent must perform duties and take appropriate action in emergency situations, despite the stress associated with potential injury or loss of life to self or others. Incumbent serves on 24-hour call, regularly works irregular and/or extended hours, and occasionally travels out of town for training, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

- The job description for the position of Patrol Officer for the Police Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

