

HENDRICKS COUNTY SHERIFF'S OFFICE

JOB DESCRIPTION

Title: Community Service / Animal Control Special Deputy

FLSA: Non-Exempt

Department: Sheriff

Pay Band: Jail Matrix

Supervisor: Community Service / Animal Control Sergeant

Date Prepared: January 1, 2026

PURPOSE OF POSITION

The Community Service / Animal Control Special Deputy performs animal control operations, community service duties, enforcement responsibilities, and public safety support functions for the Hendricks County Sheriff's Office. This position responds to animal-related calls for service, conducts enforcement and compliance activities, assists with community safety operations, and represents the Sheriff's Office with professionalism.

Special Deputies assigned to this role may work 12-hour shifts, weekends, and rotating on-call schedules.

ESSENTIAL FUNCTIONS

Animal Control & Field Operations

- Respond to animal complaints, bites, aggressive or injured animals, stray pickups, and animal welfare investigations.
- Safely and humanely capture, handle, and transport domestic animals, livestock, and wildlife.
- Conduct or coordinate impounds, quarantines, custodial holds, and prepare all required documentation.
- Coordinate with shelters, veterinarians, and county partners regarding quarantines, impounds, and dangerous animal investigations.

Community Service & Public Safety Support

- Perform VIN checks, vehicle lockouts, sex offender registry compliance checks, and other assigned community service duties.

- Assist deputies and partner agencies with emergency traffic control, road closures, and community events.
- Participate in community outreach and public education related to animal safety and responsible animal ownership.

Enforcement Authority & Legal Responsibilities

- Enforce applicable Indiana statutes and county ordinances related to animal control and community service operations.
- Issue written warnings, citations, and criminal charges in accordance with state law and departmental policy.
- Prepare and submit probable cause affidavits, case files, physical evidence, and supplemental reports for criminal and ordinance violations.
- Provide courtroom testimony and professionally represent the Sheriff's Office during judicial proceedings.
- Exercise appropriate enforcement discretion and make criminal enforcement decisions consistent with departmental training, expectations, and Indiana law.

Documentation & Reporting

- Prepare accurate reports, citations, affidavits, and activity logs using department systems.
- Maintain detailed records of impounds, investigations, bites, and community service activities.

Equipment, Vehicles & Safety

- Operate division vehicles, radios, and specialized animal control tools.
- Inspect and maintain assigned equipment, including animal traps, PPE, and transport carriers.
- Follow safety protocols when interacting with aggressive, injured, or unpredictable animals or hazardous environments.

Legal & Regulatory Compliance

- Maintain knowledge of Indiana animal control statutes, county ordinances, civil processes, and agency policies relevant to division duties.
- Conduct mandated compliance checks, including sex offender registry verifications, in accordance with law and departmental standards.

Training & Professional Standards

- Must attend and successfully complete ongoing departmental trainings.
- Must possess or obtain certifications and qualifications required by the Sheriff's Office for assigned duties (Firearms, OC Spray, Emergency Vehicle Operation, First Aid, Baton, TASER, etc.).
- Participate in ongoing development to remain current with animal control practices and community service procedures.
- Uphold Sheriff's Office standards for professionalism, communication, and public service.

UNIFORM, AUTHORITY, AND RISK EXPECTATIONS

Special Deputies assigned to this division are required to wear the designated Hendricks County Sheriff's Office uniform and professionally represent the Office at all times.

Due to the public-facing nature of a uniformed law enforcement role, Special Deputies may encounter unpredictable situations involving hostile individuals, aggressive animals, hazardous environments, or emergency conditions. The position may require rapid decision-making under stress and may involve risk of injury or serious bodily harm.

Special Deputies must maintain situational awareness, exercise sound judgment, and follow all departmental safety protocols to protect themselves, coworkers, and the public.

NON-ESSENTIAL FUNCTIONS

- Perform other duties as assigned by the Sheriff, Chief Deputy, or Sergeant.

EDUCATION AND QUALIFICATION REQUIREMENTS

- High school diploma or GED required.
- Experience in animal control, law enforcement, public safety, or related field preferred.
- Completion of the Indiana 40-hour Pre-Basic course or ability to obtain required certifications.
- Working knowledge of safe animal handling, behavioral assessment, and humane capture techniques.
- Ability to operate county owned vehicles, radios, computer systems, and specialized equipment. Must maintain a valid driver's license with an acceptable driving record.

- Ability to communicate effectively with citizens and individuals from diverse backgrounds and respond calmly and safely to aggressive animals, emotional citizens, and unpredictable situations.
- Must meet all physical and training standards necessary to perform special deputy assignment requirements.

RESPONSIBILITY

This position requires sound decision-making to ensure the safety of citizens, staff, animals, and property. Errors may result in injury, property damage, liability exposure, or operational disruption.

WORKING RELATIONSHIPS

The position involves interaction with citizens, veterinarians, animal shelters, county departments, law enforcement agencies, emergency services, and community organizations.

WORKING CONDITIONS & PHYSICAL DEMANDS

Special Deputies may encounter aggressive, feral, sick, or injured animals and may be exposed to bites, scratches, bodily fluids, extreme weather, and hazardous environments. Responsibilities may require lifting animals or equipment, prolonged standing/walking, responding to emergencies, and working under stressful or unpredictable conditions.

APPLICANT / EMPLOYEE ACKNOWLEDGMENT

The job description for the Community Service / Animal Control Special Deputy outlines the duties and responsibilities of 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 duties, requirements, and responsibilities contained herein and with 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: _____

Printed Name: _____