

McCordsville Police Department

ESSENTIAL JOB FUNCTIONS

The following is a list of essential job functions for an “inexperienced” law enforcement officer.

- 1.)** Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands, feet and other approved weapons in self-defense. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
- 2.)** Prepare investigative and other reports, including sketches, using appropriate grammar, symbols, and possibly mathematical computations. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informers. Process arrested suspects in include taking their photographs and obtaining a legible set of inked fingerprint impressions.
- 3.)** Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree. Process then transport prisoners, as well as committed mental patients, using handcuffs and other appropriate restraints.
- 4.)** Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and on unsafe road conditions caused by factors such as fog, smoke, rain, ice, snow, etc. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure that they are secure.
- 5.)** Demonstrate communication skills in court and other formal settings. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people in an antagonistic environment. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- 6.)** Perform rescue functions at vehicle crashes, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evaluating people from particular areas. Extinguish small fires by using a fire extinguisher and other appropriate means.
- 7.)** Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers. Conduct visual and audio surveillance for long periods of time.
- 8.)** Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed by range instructors and/or certification standards. Put on and operate a gas mask in situations where chemical munitions are being deployed.
- 9.)** Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as uniform traffic tickets/warnings, affidavits and warrants.
- 10.)** Detect and collect evidence and substances that provide the basis of criminal offenses, infractions and that indicate the presence of dangerous conditions.

NOTE: The successful applicant must be able to perform ALL of the above essential job functions of an inexperienced law enforcement officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

Personal Characteristics

Since law enforcement officers are required to enforce the law and they are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a “business” “business necessity” that officers exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skill, and integrity.

Additionally, law enforcement officers are frequently placed in a position of physical and mental stress. Therefore, as history of mental or physical disability may be grounds for denying employment; or these factors might be a consideration in the hiring process. Applicants posing substantial risk of injury to themselves, other officers, and the public are at a substantial disadvantage in the hiring process.

I, _____, hereby swear or affirm that this document “INEXPERIENCED LAW ENFORCEMENT OFFICER ESSENTIAL JOB FUNCTIONS – MEDICAL PROFESSIONAL’S REVIEW” was provided to my physician along with the “REPORT OF PHYSICAL EXAMINATION” – State Form 23524 (R5 / 11-09)

Employee Signature

Dated