

MORTON COUNTY DEPUTY SHERIFF
ELKHART CITY POLICE OFFICER
Full Time / Part-time

JOB DESCRIPTION

POSITION SUMMARY

This position is responsible for efficient performance of required duties, conforming to rules, regulations, and general orders. General police/sheriff responsibilities necessary for the community's safety and good order.

ESSENTIAL FUNCTIONS

Identify criminal offenders and criminal activity, traffic violations; apprehend offenders and participate in subsequent court proceedings.

Reduce opportunity for the commission of crime through preventive patrol and other measures.

Facilitate the movement of vehicular and pedestrian traffic.

Identify potentially serious law enforcement or governmental problems.

Provide emergency services.

Accountable for the securing, receipt and proper transportation of all evidence and property in custody.

Promote and preserve the peace.

Maintain control of all parties involved at public gatherings, neighborhood disputes and family quarrels, resolving the conflict in as quick and peaceable manner as possible.

Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately.

Confer with court prosecutors and testify in court.

Perform duties as may be assigned by the Chief Administrator, perform general duties as they are assigned or become necessary.

Cooperate with efforts of other law enforcement agencies.

Patrol assigned area for general purposes of crime prevention and law enforcement.

Be thoroughly familiar with assigned route of patrol, residents, merchants, businesses, roads, alleyways, paths, etc. Report conditions that contribute to crime. The location of telephones and other emergency services should be noted.

Be able to focus and concentrate on a given task even with ongoing distractions.

Be alert to the development of conditions tending to cause crime or indicative of criminal activity. Take preventive action to correct such conditions, and inform superiors as soon as the situation permits.

Observe and interrogate suspicious persons, apprehend those violating the law or who are wanted by the police/sheriff.

Conduct thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collect evidence and record data which will aid in identification, apprehension, and prosecution of offenders, and in the recovery of property.

Complete detailed reports on all crimes, vehicle accidents and other incidents requiring police attention. In cases where an arrest is made, submit report with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, complete and investigation report.

Preserve crime scene until the Chief administrator, Undersheriff or Sergeant arrives.

Remain on assigned route throughout the tour of duty except when a police/sheriff emergency necessitates a temporary absence, or when the Chief Administrator, Undersheriff or Sergeant issues authorization for a temporary absence.

Issue traffic citations.

Perform public assembly checks, building security checks, checks on schools, parks and playgrounds.

Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within the patrol area. Report out-of order street light and traffic signals, hazards and/or any conditions that endanger public safety. Observe for and report fires.

Be alert for traffic safety conditions which may endanger or inconvenience the public and report such conditions to the Chief Administrator, Undersheriff or Sergeant.

Assist persons needing police/sheriff services, responding to situations necessary while in the course of routine patrol or when assigned by radio. When qualified, render first aid to persons who are seriously ill or injured.

Patrol area giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, a patrol officer shall not patrol an area according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location when least expected.

Take measures to direct the flow of traffic in the area during periods of congestion.

Direct and expedite the flow of traffic at assigned intersections keeping in mind duty in preventing accidents, protecting pedestrians and ensuring the free flow of traffic.

Record activity during tour of duty in the manner prescribed by proper authority. Acquire and record information concerning events that have taken place since the last tour of duty.

Provide citizens with information or assistance as appropriate or suggest other action to be followed.

Provide referrals to persons or agencies where they can obtain further assistance.

Enforce the parking ordinances and motor vehicle laws in patrol areas.

Respond immediately when called from a traffic post to render emergency police/sheriff service. Notify Chief Administrator, Undersheriff or Sergeant at the earliest possible opportunity.

Wear the prescribed traffic safety clothing and equipment.

ESSENTIAL PHYSICAL FUNCTIONS

A police officer/deputy sheriff needs to meet certain physical requirements because of the very nature of his job. In dealing with people during arrest procedures or working around accident scenes or climbing around buildings will require the officer to bend, stoop, crouch, twist, run, carry heavy weight, push at least a car on level ground, pull, walk in rough terrain or crawl. The officer will be required to operate firearms proficiently, both hand guns and long guns. They will need to be able to hear at an acceptable level as set out by a physician. The officer needs to be able to focus and concentrate on a given task even with distractions going on around them.

MARGINAL FUNCTIONS

Other duties as assigned.

POSITION REQUIREMENTS

Experience:

Two years experience preferred but not required.

Education:

Graduate of the Kansas Law Enforcement Training Center, with two years of college. Part-time patrolman will be required to have completed the 80 hour part-time officer's course to work on a scheduled regular basis. Current Kansas driver's license.

Technical Skills:

Maintain weapons and equipment in good appearance and condition. Knowledge of the philosophy, objectives and practices of counseling, particularly juveniles; the fundamental principles of adolescent psychology; police investigative techniques, techniques of identification; general knowledge of rules of evidence and laws of search and seizure.

Ability to analyze evidence, to question and interview skillfully, to organize and prepare clear concise oral and written reports.

Supervision:

Assign work by monthly posted schedule. Exceptions: investigations, court, and/or special call-out assignments that occur in non-scheduled situations. Ability to command respect of the officers and to assign, direct, and supervise their work;

Personal Relations:

Close work with other department members and agencies. Must establish good rapport with public and exhibit professional behavior at all times.

Working Conditions:

The profession of the police officer brings about the potential of physical injury. An officer deals with the public in various states of mind and conditions. Hazards range from environmental to human.

Part-time Officers:

Part-time officers will be limited to 1000 working hours a year.
Part-time officers are not entitled to any benefits.