

**POSITION DESCRIPTION  
COUNTY OF WHITLEY, INDIANA**

**POSITION:** Security  
**DEPARTMENT:** Sheriff  
**WORK SCHEDULE:** As scheduled  
**JOB CATEGORY:** POLE (Protective Occupation, Law Enforcement)

**DATE WRITTEN:** December 2018

**STATUS:** Part-time

**DATE REVISED:** June 2021

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Whitley County 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 those accommodations would present an undue hardship.

Incumbent serves as Security for the Whitley County Sheriff's Department, responsible for ensuring the safety of Whitley County Court House and Government Center visitors and employees.

**DUTIES:**

Enforces local and state laws by implementing effective policy for the prevention and investigation of crimes to protect the lives and property of the people.

Monitors security cameras and performs perimeter security checks of the Courthouse and Government Center grounds, ensuring the safety of all employees and visitors. Assesses safety of visitors. Intervenes in confrontations between visitors and employees, as needed.

Scans articles through X-ray machine, monitors metal detectors, and searches individuals who set alarm off.

Apprehends and arrests persons who violate state, federal, or county laws, advising individuals of their constitutional rights, searching suspects/arrestees, and seizing weapons and/or contraband.

Collects, preserves, and maintains chain of custody of evidence.

Provides access to government agencies for completion of business, and assists Court House employees with access to secure areas, as needed.

Secures locks and doors, and associated keys of Court House upon opening and closing of building. Maintains Court House record of visitors, visitors deemed security risks, and items in possession.

Monitors Sheriff dispatch for traffic pertaining to prisoner transport to Court House.

Prepares and submits to superiors all required reports and summaries of activities according to established Department deadlines.

Maintains uniform in a neat and professional manner.

Maintains confidentiality and security of information/cases.

Performs related duties as assigned by supervisor for non-essential events..

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Possession of or ability to obtain possession of all required certifications, including, but not limited to, handgun/firearm qualification by the Indiana Law Enforcement Academy, and First Responder/CPR.

Ability to meet all Department hiring and retention requirements, including passage of a drug test and medical exam.

Thorough knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the Department, to perform standardized security operations and take authoritative action as situations demand.

Thorough knowledge of community geography and police jurisdiction/boundaries, and working knowledge of local, state, and federal laws.

Working knowledge of and ability to use all assigned Department equipment and weapons, including, but not limited to, computer, radio, handgun, handcuffs, security cameras, and courthouse security equipment.

Working knowledge of standard English grammar, spelling, and punctuation and ability to complete required reports within Department deadlines.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Working knowledge of radio frequencies, codes, procedures, and limitations and ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio or by telephone.

Working knowledge of and ability to effectively apply evidence collection/preservation techniques and appropriately receive, maintain, and account for articles received in evidence.

Ability to appropriately interview witnesses, advise law offenders of rights, and counsel or comfort victims.

Ability to effectively communicate orally and in writing with co-workers, other County departments, other City and County law enforcement agencies, Indiana State Police, attorneys, and members of the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.

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 competently serve the public with diplomacy and respect, including occasional encounters with hostile/violent persons.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, and take authoritative action applying appropriate discretion.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to obey all written and oral orders and directives from department superiors.

Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often amidst frequent distractions and interruptions, occasionally under time constraints.

Ability to apply knowledge of people/locations and utilize good judgment in extreme and uncommon situations.

Ability to testify in court/legal proceedings.

Ability to physically perform essential duties of the position, including, but not limited to, pursuing suspects, running, climbing stairs, and apprehending/subduing offenders.

Ability to occasionally work extended, irregular, and evening hours and weekends.

Ability to occasionally serve on 24 hour call on rotation basis.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to established Departmental policies and procedures, with work priorities and schedules primarily determined by supervisor and service needs of the public. Incumbent works with supervisor in setting work assignments, goals/objectives, and priorities and has some degree of flexibility in the job. Errors in decision or work are primarily detected or prevented through prior instructions from supervisor and supervisory review. Undetected errors could result in possible loss of life and/or have adverse effects upon Department operations or members of the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, other City and County law enforcement agencies, Indiana State Police, attorneys, and members of the public, for purposes of exchanging and verifying information.

Incumbent reports directly to Head of Security.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a courthouse, involving sitting/walking at will, standing/walking for extended periods, lifting/carrying equipment weighing under 25 pounds, climbing stairs, pushing/pulling objects, bending, reaching, crouching/kneeling/stooping, close/far vision, color/depth perception, handling/grasping/fingering objects, speaking clearly, hearing sounds/communication, and driving.

Incumbent may occasionally be required to run fast for short and/or long periods, run up/down stairs, and subdue an attacking and/or armed individual. Incumbent maintains considerable contact with the public and may be exposed to irate/hostile individuals. Protective gear and/or equipment, such as bulletproof vest, must be worn according to department policy.

Incumbent occasionally works extended, irregular, and evening hours and weekends and occasionally serves on 24 hour call on rotation basis.

## **APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Security for the Whitley County Sheriff's 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 as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

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