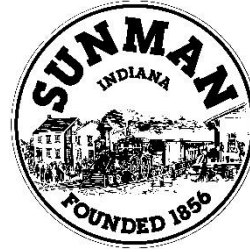


**Civil Town of Sunman
604 N. Meridian St.
Sunman, IN 47041**



MARSHAL'S JOB DESCRIPTION.

All applicants **MUST**:

- Must already be a sworn/certified police officer
- Be 21 years old before appointment to the Department
- Management or supervisory experience preferred
- Have a High School Diploma or a GED, College degree preferred
- Have a Valid Driver's License
- Have no previous arrests or Protection Orders
- Other Testing may be required

Prior to being hired applicants **MUST** successfully complete:

- Post-offer drug screen
- Thorough background investigation
- BMV check
- Formal interview
- Physical Agility Test per ILEA standards

Compensation:

- Salaried position - Starts between \$35,879.00 and \$39,552.00 (to be determined by Council)
- Paid Vacation, Personal Time Off, and Holidays
- Health, dental, and Life Insurance – Town pays 100% of employee and 80% of Family Coverage
- Additional Insurance Coverage for Police Officers (Loss of Life Benefits, Lump Sum Living Benefits, Weekly Income Benefits, Occupational Retraining Benefits, Medical Expense Benefits, and Home and Vehicle Modification Benefits).
- Town contributes 6% of base salary to Retirement monthly

The Town Marshal's job description shall be as follows:

- 1) Hours:
 - a) Twenty-four-hour duty on call;
 - b) Five days a week; rotating days, weekends and nights when needed;
 - c) May exceed 40 hours in a week.
 - d) Officers who work on holidays will be compensated with one day off for each holiday worked. All compensated days must be scheduled and used within the calendar year given.
- 2) Maintain residence within 20 miles of the Sunman Town Limits.
- 3) Patrolling town under set times and hours due to times and conditions.
- 4) Marshals and Deputies will be on a one-year probation.
- 5) Training of deputies and reserves.
- 6) Responsible for officers and equipment.
- 7) Door check of businesses.
- 8) Work with Ripley County, Dearborn County, and Indiana State if called to assist.
- 9) Maintain an inventory on all town Police equipment.
- 10) Notify Council and County on who is working the weekends.
- 11) Services help with traffic-control for funeral homes and churches if called upon.
- 12) Work with Violations Clerk as called upon.
- 13) Work with Town Utility Departments as called upon.
- 14) Work Clerk-Treasurer's office as called upon.
- 15) Work with Community Organizations when called upon.

16) Plan and organize community educational events (2 per calendar year).

17) All other duties and assignments as directed by Town Council or designee.

Statement of Duties:

Under regular supervision of the Town Council, perform basic law enforcement duties in accordance with the mission, goals and objectives of the Town and in compliance with governing federal, state and local laws. They are responsible for protecting persons and properties within the Town of Sunman; enforcing criminal and traffic laws of Sunman and Ripley County, and Town ordinances; maintaining peace and order; preventing and solving crime through visible uniformed patrol or criminal investigations; working with residents, Town agencies, business officials, school officials, churches and youth to solve problems that threaten safety or lead to crime and fear of crime.

The Town Marshal is responsible for the overall planning, administration staffing and operation of the Police Department in accordance with applicable local, state and federal laws and regulations under the Town Council.

The Town Marshal will lead the department in the provision of effective and efficient law enforcement, protecting life and property, preventing crime, controlling traffic, promoting safety, obtaining evidence, and apprehending those suspected of violating the law.

Supervision Required:

Under the administrative direction of the Town Council, working from municipal policies and objectives; individual establishes short and long-range plans and objectives, Department performance standards and assumes direct accountability for department results.

Consults with the Town Council where clarification, interpretation, or exception to municipal policy may be required. Maintains regular communication with Town Council and Clerk-Treasurer's office regarding any significant deviations from routine, or any noteworthy problems, issues, or successes.

The employee is also expected to resolve all conflicts, which arise and coordinate with others as necessary.

Supervisory Responsibility:

The employee is accountable for the direction and success of programs accomplished through others. The employee is responsible for analyzing program objectives,

determining the various work operations needed to achieve them, estimating the financial and staff resources required, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares, and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including recommending hiring, training and disciplining of employees.

Confidentiality:

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, client records, criminal investigations, court records and collective bargaining agreements. No employee shall, without proper and legal authorization, disclose confidential information concerning the property, government, or affairs of the Town.

Judgment:

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies for approval by the Town Council.

Work Environment:

Work requires a high degree of individual tolerance to combinations of extremely unpleasant elements, or mental stress from constant conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well-being and/or safety is constantly compromised such as Fire and Police personnel.

Accountability:

Duties include department-level responsibility for technical processes, service delivery, contribution to municipal wide plans and objectives, and fiscal responsibility for the department including buildings, equipment, and staffing utilization. Consequences of errors missed deadlines or poor judgment could severely jeopardize department operations, have adverse public relations, or have extensive financial and legal repercussions to the Town and/or loss of life. Duties may involve frequent, recurring exposure to hazardous conditions. Job duties may entail the possibility of serious personal injury or exposure to conditions that could result in total permanent disability or loss of life. For example, the danger of physical attack or working at heights in excess of thirty feet during extreme weather conditions. Extreme care and safety precautions are required at all times. Employees may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Plans, coordinates and directs the provision of police law enforcement and emergency medical operations for the Town in order to continuously improve the training, readiness, and capabilities of the police department
2. Provides and oversees the performance of all department staff including professional development, training, discipline, maintenance of equipment, crime prevention, suppression of crime, community policing as well as maintaining the efficiency and effectiveness of all personnel.
3. Prepares and coordinates the presentation of annual budgets; directs the implementation of the departments' budget; plans for and reviews specifications for new or replaced equipment and controls the expenditures of the department.
4. Reviews, administers, and develops the department's operating and capital budget plan to ensure adequate and timely replacement and/or repairs of department capital equipment.
5. Responds to incidents and assumes command at the scene of emergencies in accordance with department policies; provides back-up to other police personnel in accordance with NIMS and the Incident Command System.

6. Oversees the maintenance of the police department building, grounds, equipment, and fleet; maintains and controls access to police department records, statistical data, evidence, and property control.
7. Represents the Town at various ceremonial events and other Town-sponsored events.
8. Communicates with and attends public events as requested by various local organizations, service clubs, and civic groups.
9. Conducts investigations of subordinates as required.
10. Reviews search and arrest warrants; appears and testifies as a witness in an official proceeding to assist the department's role in the judicial and administrative process.
11. Oversees the design and implementation of the department's community relations programs; attends related meetings as required.
12. Provides information and reports regarding the police department's activities and operations as required.
13. Conducts independent research regarding department operations as necessary.
14. Participates in all emergency team meetings and coordinates community preparedness exercises with the Town Council.
15. Ensures the Department maintains accreditation.
16. Cooperate with federal and state law enforcement agencies, local police departments, and others on a variety of police matters.

Education and Experience:

Preferred college degree with 5 to 10 years of experience in the law enforcement field of which three (2) of those years were in a supervisory position of Lieutenant or higher; or any equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must have municipal or state police experience.

Skill Knowledge:

Extensive knowledge of the principles and practices of modern police administration and law enforcement; extensive knowledge of the standards by which the quality of

police service is evaluated and the use of police records and their application to police administration; thorough knowledge of statutes and ordinances relating to law enforcement; the ability to plan, organize, and direct the work of subordinates performing varied operations connected with police and emergency medical activities. Working knowledge of the criminal and juvenile justice systems.

Abilities:

Ability to supervise subordinates in a positive and effective manner and to delegate authority efficiently; ability to establish and maintain harmonious and productive working relationships with Town officials, law enforcement officials, and the public; ability to plan, assign, direct and review the work of subordinates and to direct large scale operations of personnel and equipment-making sound judgments under stressful life-threatening situations; ability to deal with disgruntled members of the public in a diplomatic and effective manner. Ability to perform the duties and functions of a police officer in emergency situations. Ability to qualify with a department firearm. Skill: Proficient oral and written communication skills. Effective supervisory skills; proficient personal computer software skills in support of department operations. Physical and Mental Requirements Physical: Work requires moderate intermittent physical strength and effort daily, such as, lifting or carrying heavy objects. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening is required. Motor Skills: Duties may involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions that may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed to safely operate emergency vehicles at high rates of speed. Ability to qualify with a department firearm.

Visual Skills: Visual demands require the employee to routinely read documents for general understanding and analytical purposes.

This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by employer as the needs of the employer and requirements of the job change.