



KENDALL COUNTY SHERIFF'S OFFICE AUXILIARY DEPUTY SHERIFF (VOLUNTEER) JOB DESCRIPTION

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

GENERAL SUMMARY:

The work of this class involves responsibility to aid in special events, directing traffic, controlling disasters, controlling civil disorder, assisting in searches for evidence and persons, and in emergencies or situations that render it impractical for Full Time Deputies to perform their regular duties.

Auxiliary Deputies shall not have conservator of the peace powers, which are the statutory authority granting auxiliary deputies the authority to arrest or cause to be arrested, with or without process, all persons who break the peace and are found violating any municipal ordinance or any criminal law of the state.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Supplement Sheriff's Office Operations

- Observe for criminal activity, safety hazards, traffic violations, persons needing assistance and the like.
- Conducts security inspections and surveys of buildings and other locations, make recommendations regarding security, etc.
- Makes presentations to groups and individuals on subjects relating to the job's task and functions.
- Identifies and secures evidence and crime scenes.
- Collects information and either acts upon it if within the scope of their authority or routes it to the proper authority or agency.
- Searches for persons, vehicles, places and other items.
- Serves court documents.
- Aids with various jail operations.

Traffic

- Controls, regulates and directs traffic, vehicular and pedestrian.
- Assists disabled motorists.

Miscellaneous Order Maintenance

- Observes for, recognizes and corrects or reports public hazards and inconveniences such as gas leaks, traffic signals out of service, traffic obstructions, and other safety hazards.
- Administers first aid, including CPR, to sick and injured persons.
- Aids in the investigation of lost and found properties.
- Aids in the investigation of missing and found persons.

- Aids in the investigation of animal complaints which may include the apprehension and transport of stray or vicious animals.
- May direct and/or supervise other auxiliary deputies.
- Generally assists persons in distress.
- Organizational Support
- May perform desk duties including answering telephone, computer terminal, and radio, assisting persons at the counter, processing and filing reports.
- Attends training as assigned.
- Develops and maintains required skills and license/permits/certifications associated with areas of special instruction, expertise, etc

SCHEDULING:

The position involves irregular hours that will be determined based on the needs of the Office. Auxiliary deputies are required to maintain an average of working 3 hours per month. This will be averaged over a six month period and will include; meetings, training, ride along, callouts, or working events.

ENVIRONMENTAL FACTORS:

The position involves exposure to and requires the employee to function in the presents of:

- Weather conditions: all and extreme weather conditions.
- Lighting conditions: all and extreme lighting conditions, daylight and Night/low light, with and without artificial light available, indoors and outdoors.
- Fire, smoke, chemical leaks/spills; in close proximity as necessary to provide emergency services.
- Personal danger: including but not limited to:
 - Armed and/or dangerous persons/animals.
 - Persons and/or articles with contagious/communicable disease.
 - Hazards associated with traffic control and working in and around traffic.
 - Hazards associated with natural and man-made disasters.

EQUIPMENT:

The position requires the ability to operate the following equipment:

- Motor vehicles: reasonably and safely under routine and emergency conditions, sometimes for lengthy periods of time.
- Basic office equipment: including but not limited to the typewriters, telephones, computer terminals, mobile data terminals, etc.
- Writing implements and basic drawing templates: including the ability to write legible documents and produce simple diagrams.
- Basic tools and equipment necessary to perform job tasks and functions: including but not limited to 2-way radios, first aid equipment, fire extinguishers, flashlights, batons and other simple weapons, gasmasks, helmets, standard uniform, simple tools (pry bars, hydrant wrenches, tape measures,) cameras, fingerprinting equipment, etc.

Additional requirements if assigned to the Mounted Auxiliary – (Privately Owned)

- Must own or have access to a horse, as well as have means to transport the horse to functions/callouts.
- Must use only western style saddles.
- Equine used for Mounted Patrol must meet the following;
 - Must be at least 14 hands (56”) tall.
 - Must be at least four years of age or older.
 - Must be either a gelding or mare. No stallions.
 - Must have a current negative Coggins and be in compliance of all veterinary requirements.
 - Must be cosmetically satisfactory; no major scratches, cuts, open sores, growths, prominent scars and must not be underweight.
 - Must not have a tendency toward meanness; rearing, kicking, biting, etc.
 - Must demonstrate the ability to be well-mannered, sociable, non-aggressive, and controllable in situations involving individuals or crowds, noise, traffic, flashing lights, other equines, dogs or other domestic animals, and other distractions encountered.
 - Must be able to safely be transported, and stand quietly while tied.
 - Must be able to move in a variety of gaits (walk, trot, and canter), stop, back, ford creeks and cross bridges and roadways on command by the rider.
 - Equine must be able to be ponied by another equine, as well as pony another equine.

WORKER CHARACTERISTICS:

The position requires the employee to have and maintain physical condition needed to:

- Run to persons requiring emergency assistance.
- Lift and carry equipment and injured/deceased persons.
- Force entry into buildings.
- Climb flight of stairs/ladders.
- Walk, stand or sit for long periods of time (including driving).
- Endure exposure to extreme weather and disease.
- Perform life-saving procedures (CPR, first aid, etc.)
- Communicate effectively, verbally and non-verbally.
- Operate required equipment.
- Perform required job tasks and functions.
- Provide assistance to citizens and co-workers in distress, including but not limited to manually pushing a stalled motor vehicle.
- Effective audio-visual discrimination and perception needed to:
 - Make observations.
 - Read and write.
 - Drive and operate equipment safely.
- May perform the duties and responsibilities as an Interim Auxiliary Supervisor/Corporal.

Ability needed to:

- Observe analytically and objectively, analyze situations quickly, determine and take prompt, effective action.

- Understand, interpret and apply Sheriff's Office rules and policies.
- Understand and respond quickly and accurately to written and oral directions, instructions, inquiries and requests.
- Work independently and effectively within the confines of standard operating procedures.
- Initiate appropriate interpersonal and intra- and inter-agency communications.
- Act quickly, calmly and decisively in emergencies and under stress.
- Handle situations firmly, courteously, tactfully and impartially.
- Express oneself clearly, orally and in writing.
- Record information clearly and completely.
- Facilitate effective conflict arbitration/resolution.
- Maintain confidentiality in the performance of duties.
- Assimilate, retain and effectively use geographic knowledge concerning the County its Village's and the surrounding vicinity.
- Perform all duties and job assignments with regard to safety for both oneself and the public.

Additional requirements if assigned to the Mounted Auxiliary

- Must be able to mount and dismount an equine multiple times during a shift.
- Be able to work independently of other equines while under the saddle, as well as with other equines..
- Must keep equine brushed, properly trimmed, groomed, and maintained for callouts, including parades.

Emotional and psychological stability needed to:

- Accept constructive criticism in a mature fashion.
- Effectively communicate and interact positively with fellow employees and citizens.
- Tolerate stress.
- Function effectively under stress.
- Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.

ACCEPTANCE EXPERIENCE AND TRAINING:

- Must be at least 21 years of age.
- Must be a high school graduate or have a GED equivalent.
- Must not be convicted of a felony or crime of moral turpitude.
- Must be of good moral character.
- Must be in reasonably good physical condition.
- Must be a resident of Kendall County.

Additional requirements if assigned to the Mounted Auxiliary

- Must meet all qualifications listed above.

- Must have an extensive background in horseback riding and in the care, grooming, feeding, and other necessities of good equine management.

NOTE:

This position is a volunteer position and as such one may be removed from the volunteer Auxiliary Deputy position at the discretion of the Sheriff or designee.

JOB DESCRIPTION APPROVAL:

I have reviewed this job description and understand that it reflects the major tasks of my job. If I have any questions, I understand I can contact my supervisor.

Employee's Signature and Badge Number

Date

I have issued this job description to the employee.

Volunteer Coordinator's Signature and Badge Number

Date

The job description currently reflects the needed skills and abilities required to perform the job of an Auxiliary Deputy Sheriff.

Supervisor's Signature and Badge Number

Date