



**Town of Long Beach, Indiana  
POSITION DESCRIPTION**

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**TITLE:** Deputy Marshal

**FLSA CLASSIFICATION:** Non-Exempt

**JOB CLASSIFICATION:** Regular Full-time

**REPORTS TO:** Chief Marshal

**EFFECTIVE DATE:** 01/01/2021

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**SUMMARY/OBJECTIVE:**

The Deputy Marshal encompasses the front-line police officer with the Long Beach Police Department. A Deputy Marshal shall perform all the duties of their position as prescribed by Indiana Code, town ordinance, and established department rules and policies. They are responsible for the establishment of peace, order, and the overall safety within the Town of Long Beach. This shall be accomplished through the performance of their law enforcement duties in a safe, professional, and ethical manner. A strong emphasis is placed on the “*community policing philosophy*” to build trust with the residents they serve.

**ESSENTIAL FUNCTIONS:**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Perform basic law enforcement duties and public safety services for the Town.
- Monitor radio and communication devices to receive calls for service.
- Access both emergency and non-emergency situations to determine the need for assistance and take the appropriate action.
- Provide emergency aid to injured people and move people away from danger, including carrying unconscious people if needed.
- Respond to the scene of a crime, crash, or other investigation.
- Respond to nature and man-made disasters.
- Interview victims, witnesses, or suspects during an investigation.
- Document reports related to crimes, accidents, and issue citations or Town ordinance violations.
- Document and search crime scenes and take prescribed actions to preserve and protect evidence while capturing the scene with digital photographs and video.
- Collect, secure, document, and log evidence.

- Maintain crime scene logs.
- Pursue and apprehend suspects. Use only necessary force to apprehend and arrest suspects. Advise suspects of their rights and transport them to a detention area for processing.
- Use appropriate means and weapons to restrain people from physically striking and injuring other people.
- Take appropriate action to protect life and property.
- Testify in court proceedings.
- Direct vehicle and pedestrian traffic when necessary.
- Work special events or assist with dignitary visits.
- Answer phones while answering questions related to the law enforcement field.
- Make critical and timely decisions.
- Support the community policing / community outreach philosophy of the department.
- Support a working environment that embraces and builds teamwork.
- Interpret state and federal laws, and ordinances.
- Ensures that laws, ordinances, and policies are consistently enforced in a fair and ethical manner to include stop work orders issued by the Town's building commissioner or their designee.
- Contribute to the overall productivity of the department's service through self-initiated productivity and teamwork.

#### **SKILLS AND ABILITIES:**

- Strong oral and written communication skills
- Outgoing and approachable personality that makes for an exceptional public servant.
- Computer literate, tech-savvy preferred
- Able to plan, organize, and work as a self-motivated officer
- High-level of critical and analytical thinking skills able to make critical and timely decisions.
- Knowledge of police methods and practices preferred
- Experience in using firearms and other law enforcement related equipment
- Above average driving skills with a clean driving record
- Above average physical fitness skills able to detain a resistive subject.

#### **SUPERVISORY REPONSIBILITIES:**

There are no supervisory responsibilities for this position.

#### **EDUCATION AND EXPERIENCE:**

- Must possess a high school diploma
- Shall be 21 years of age or older
- Two or more years of law enforcement experience - preferred
- An associate or bachelor's degree Enforcement, Criminal Justice, or related field - preferred
- Possess a certification in law enforcement training or some other relevant law enforcement credentials – preferred  
*Individuals with equivalent experience will be considered for employment without the required degree.*

**ADDITIONAL ELIGIBILITY REQUIREMENTS:**

- Authenticated copy of a birth certificate
- Certified college diploma (if applicable)
- Valid state issued driver's license.
- Social Security card
- Copy of your military DD214 (If applicable)
- Must be willing to become a bona fide resident of the County of LaPorte within 6 months of start date. Residence should be within a 20-minute commute of the Town's limits.

**WORK AUTHORIZATION/SECURITY CLEARANCE REQUIREMENTS:**

- Special clearances as required
- Must pass an extensive criminal history and background investigation
- No pending criminal or civil court proceedings
- Shall be able to carry a firearm without restrictions.

**TOOLS AND EQUIPMENT USED:**

**WORK SCHEDULE:**

- Work shifts are 12 hours
- Fourteen shifts are scheduled within the 28 day pay period

**WORK ENVIRONMENT:**

- In office
- In vehicles
- Outdoor settings
- In all weather conditions including weather extremes
- During day and night shifts that are of a 12-hour duration
- Occasionally in highly precarious places
- Occasionally exposed to wet and/or humid conditions
- Occasionally exposed to fumes or airborne particles
- Occasionally exposed to toxic or caustic chemicals
- Occasionally exposed to infectious diseases
- Occasionally risk of electrical shock and vibration
- The noise level is usually quiet in office settings and loud at the firearms range

**PHYSICAL DEMANDS:**

- Sit
- Stand
- Walk
- Bend
- Carry/lift
- Talk and listen
- Use hands and fingers
- Handle or operate objects, tools, or controls

- Reach with hands and arms
- Able to lift at least 40 pounds
- Occasionally required to run; climb or balance; stoop, kneel, crouch, or crawl
- Taste or smell
- Must meet the physical requirements of the Indiana Law Enforcement Academy entry standards

○ TEST	○ STANDARD
○ Vertical Jump	○ 13.5 Inches
○ One Minute Sit-Ups	○ 24
○ 300 Meter Run	○ 82 Seconds
Maximum Push-Ups	○ 21
○ 1.5 Mile Run	○ 18 Minutes 56 Seconds

*Reasonable accommodations may be made to enable individuals with disabilities to meet the physical demands.*

**TRAVEL REQUIRED OUTSIDE OF LONG BEACH:**

- To Court appearances as required
- To special development classes and or training/seminars outside the Town

**DISCLAIMER:**

*The duties listed above are intended only as illustrations of the various types 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 logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*