



HIGHLAND COLLEGE DEPUTY

DEFINITION:

A sworn deputy of the Stephenson County Sheriff's Office in the Law Enforcement Division assigned to Highland Community College in a security capacity.

DISTINGUISHING FEATURES:

Under the supervision of the Operations Lieutenant, deputies assigned to Highland Community College are responsible for providing security and enforcing laws on campus grounds as well as protecting the safety of college students and employees.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Follows the chain of command and all orders of policy and procedure as given by a supervisor.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Conducts policing activities at Highland Community College to preserve public peace and safety, discovers and prevents the commission of crimes; enforces criminal laws and ordinances; enforces traffic laws, protects property and preserves life; maintains awareness of criminal activity; issues warnings and citations; apprehends violators of law with probable cause.
- Prepares written reports to include, but not limited to police reports, traffic citations, criminal complaints, and internal reports.
- Maintains current knowledge of policies and procedures resulting from changes in laws or other legal mandates affecting functional area of assignment.
- Identifies and interviews witnesses, complainants, and suspects.

- Performs community-based policing, interacts with the campus community and engages in collaborative problem solving.
- Prepares and presents quarterly reports of crime and/or calls. Summary of case reports submitted to college President or designee.
- Prepares crime statistics to the Vice President of Administrative Services for yearly Clery reporting.
- Participates in Highland Community College Emergency Operations Team. Assists in emergency planning in the event of a crisis situation of significant nature. Responds and communicates with the Highland Community College command staff and Emergency Operations Team during an active event.
- Plans and coordinates security and emergency response to special events held on campus.
- Participates in the Highland Community College Behavioral Intervention Team. Conducts violence prevention, threat assessment, planning and training. Reviews student/employee concerns, with the goal of intervening early and providing students and college employees with the appropriate assistance.
- Performs regular maintenance review of the college security camera system and reports any issues to the Technology Service Desk. Consults with college officials on camera addition requests and placement of security cameras.
- Provides safety and security training to college employees and students.
- Protects and/or processes crime scenes for various types of evidence; complies with internal policies on evidence collection and chain of custody.
- Refers individuals to appropriate social agencies.
- Appears in court and is prepared to testify in legal proceedings
- Takes responsibility for and maintains all equipment, including weapons, ammunition, and other specialized law enforcement equipment; and maintains proficiency in all issued equipment.
- Safely operates a motor vehicle and complies with internal policies and state laws concerning emergency driving.

- Participates in continuous and assigned training to maintain and/or enhance law enforcement skills to satisfy State and agency requirements.
- Must be able to work in the capacity as a patrol deputy at any given time.
- Enforces Criminal and Traffic laws
- Performs related work as required.

The above examples of duties are intended only as illustrations of the various types of work 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.

SUPERVISION RECEIVED:

Work is performed within established policies and procedures under the supervision of the Operations Lieutenant, who reviews work for the effectiveness of services provided, user satisfaction and results achieved.

SUPERVISION EXERCISED:

Supervision of members in the same or a lower-level class is usually not an essential task performed by a deputy assigned to Highland Community College, but may be required in some cases when aiding in the training of new employees or while working in a patrol capacity.

KNOWLEDGE AND SKILLS:

- Working knowledge of law enforcement principles and practices, traffic and criminal law, interviewing techniques, and basic psychological and human behavior principles.
- Working knowledge in active shooter mitigation strategies techniques.
- Working skill in detecting criminal activity.
- Responds quickly and appropriately to emergency situations.
- Administers first aid.
- Interviews witnesses, suspects and complainants.
- Works effectively with general public.
- Safely operates various types of lethal and less than lethal weapon systems.
- Safely operates an assigned squad car.

- Promotes compliance with Office policies and procedures and facilitates a positive attitude toward the Office, its members, and the citizens on a daily basis through his/her own personal example.
- Ability to communicate effectively with college staff and students.
- Ability to prepare written reports and present material to college staff.
- Makes appropriate notifications to command staff.
- Completes any other assigned task.

TRAINING AND EXPERIENCE:

Completion of basic law enforcement training course.

High school diploma, GED, or appropriate equivalent.

Be familiar in Active Threat Incidents

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed at Highland Community College; may use moderate to heavy physical exertion such as walking, running, climbing, and fighting. The work environment may involve imminent danger from conditions or events that cannot be fully anticipated or protected against including life-threatening conditions to include responding to and engaging an active shooter type threat; these situations may be emotionally and physically taxing. Work may expose the member to individuals who may display violent, erratic behavior and carry communicable diseases and/or weapons. There may be exposure to blood and other body fluids. Generally, works when the college campus is open and staff and students are in attendance.

NECESSARY SPECIAL REQUIREMENTS:

Must meet applicable hiring requirements set forth in County and State law, ordinances, and codes.

Possession of a valid Illinois Driver's License

Ability to maintain reasonable and customary attendance.