



# DeKalb County Sheriff's Office

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"TO SERVE AND PROTECT"

**ANDREW SULLIVAN, SHERIFF**

**JAMES BURGH, CHIEF DEPUTY**

## LATERAL HIRING OPPORTUNITY

**\*\*\*YOU MUST ALREADY BE A SWORN POLICE OFFICER TO APPLY\*\*\***

The DeKalb County Sheriff's Office is seeking sworn lateral candidates for the position of Patrol Deputy. **Candidates must fully complete the Guardian Application to be considered eligible.** Applicants must successfully pass a background investigation, Polygraph Examination, and Psychological Examination. Successful candidates may be offered a position to Patrol upon the certification by the DeKalb County Sheriff's Merit Commission. DeKalb County is an equal-opportunity employer.

To obtain the Guardian Application please email Executive Assistant Ashley Carlson at [AMCarlson@dekalbcounty.org](mailto:AMCarlson@dekalbcounty.org)

## COMPENSATION & BENEFITS

- Patrol starting pay is \$63,585 - \$78,707 based on years of prior certified patrol experience.
- 12 – Hour Shifts
- Overtime
- Comp Time
- 20 Paid Hours Off Per Month
- 13 Paid Holidays
- Medical, Dental, and Vision Insurance
- Annual Uniform/Equipment Allowance
- IMRF/SLEP Pension Plan
- Deferred Compensation
- Assigned – Take Home Squad (Must Live Within DeKalb County or Willingness To Move Into DeKalb County Within 12 Months of Hire).

COUNTY OF DEKALB  
JOB DESCRIPTION  
PATROL DEPUTY  
JUNE 27, 2023

JOB SUMMARY:

The work of this class involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances. Duties normally consist of routine patrol, preliminary investigation, traffic regulation, patrol deputies also may be assigned duties as detectives, youth officers, crime prevention officers, department training officers, field training officers, accident investigators, breathalyzer operators, canine handlers, drone operators, firearms instructor officers, hostage negotiators or special operations team members. Work involves an element of personal danger. The employee must be able to exercise sound independent judgement which calls upon specialized abilities and knowledge possessed by the employee. Work assignments are general, and specific instructions are received from a supervisor who reviews work methods and results through reports, on-site review and discussion. Geographic work area includes urban areas and rural isolated areas.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Crime Prevention

- Patrols assigned area.
- Observes for criminal activity, safety hazards, traffic violations, persons needing assistance and the like.
- Becomes and remains familiar with patrol zones, geographic locations, known offenders, neighborhood routines, potential problem areas.
- Conducts security inspections and surveys of building and other locations, makes recommendations regarding security, etc.
- On occasion makes presentations to groups and individuals on subjects related to the job's tasks and functions.

Criminal Investigation and Apprehension

- Handles complaints filed by citizens.
- Observes for, detects and investigates violations of laws and ordinances, and documents and investigates reported violations.

- Conducts interviews and interrogations of victims, witnesses, suspects, offenders and other persons.
- Conducts preliminary and follow-up investigations.
- Identifies, collects, processes, packages and logs physical evidence.
- Searches persons, vehicles, places and other items.
- Identifies and arrests offenders, including subduing resistive arrestees.
- Books, guards and escorts prisoners.
- Prepares and serves criminal complaints, civil papers, orders of protection, arrest warrants, search warrants and other court documents.
- Appears and testifies in court, at Coroner's inquests, at deposition sessions, and similar proceedings.

### Traffic

- Engages in traffic and parking law enforcement, including Driving Under the Influence detection and apprehension.
- Controls, regulates and directs traffic, both vehicular and pedestrian.
- Investigates traffic accidents including protecting the scene, aiding the injured, controlling traffic, and clearing the scene, determining the cause, preparing reports and diagrams.
- Assists disabled motorists.

### Juveniles

- Deals with all ages of children in a variety of situations, such as delinquents, minors requiring authoritative intervention, neglected, abused, runaways, lost, found, victims of crimes, public relations and instructional functions, and informants.

### Miscellaneous Order Maintenance

- Deals with domestic disputes, and other interpersonal and business conflicts.
- 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.
- Responds to requests for ambulance/fire service and assists as needed.
- Administers first aid, including CPR, to sick and injured persons.
- Investigates incidents involving dead persons resulting from criminal, accidental, suicidal and natural causes including determination of the circumstances, and handling/removal of the body, and dealing with the family, relatives, friends, witnesses, etc.
- Investigates reports of lost and found properties.
- Investigates reports of missing and found persons.
- Investigates animal complaints, including apprehension and transport of vicious animals.

- Directs and/or supervises others (civilian and public employees) at the scenes of crimes, accidents, disasters, assemblies, etc.
- Generally assists persons in distress.

#### Organizational Support

- Conducts background investigations.
- Attends training as assigned.
- Develops and maintains required skills and licenses/permits/certifications associated with areas of special instructions, expertise, etc. (Firearms Qualification, Breathalyzer Operator Certification, CPR, Accident Investigator, Juvenile Law, Criminal Investigations).
- Trains new officers, volunteers and other officers/employees in areas of special skills or expertise.
- Prepares clear, accurate complete reports, logs and documents on any and all activities engaged in.

#### SCHEDULING

The position involves regular and irregular shift work and shift rotations necessary to provide police services 24 hours/day, 7 days/week, 52 weeks/year (weekends and holidays included). Work shifts are normally 12 hours in duration, but may be extended in the event of emergency, disaster, manpower shortage, work load, or work-in-progress.

#### ENVIRONMENTAL FACTORS

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

- Weather conditions, all and extreme weather conditions.
- Lighting conditions, all and extreme lighting conditions – daylight and night 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 diseases.
  - Hazards associated with emergency driving, traffic control and working 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, and during all weather conditions.
- Firearms; with demonstrated proficiency in the care and use of assigned/authorized weapons.
- Basic office equipment; including, but not limited to: typewriters, telephones, computer 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: mobile data terminal, speed detection radar, 2-way radios, first aid equipment, fire extinguishers, handcuffs, and other personal restraint devices, flashlights, batons and other simple weapons, gas masks, helmets, standard police uniform, simple tools (pry bars, hydrant wrenches, tape measures, etc.), cameras, fingerprints equipment, in-car video cameras, etc.
- Performs minor maintenance and cleaning of department vehicles and equipment.

## WORKER CHARACTERISTICS

The position requires the employee to have and maintain:

Physical condition needed to...

- Effect arrests
- Subdue resisting individuals
- Chase fleeing suspects
- Run to person requiring emergency assistance
- Force entry into buildings
- Climb flights 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 stalled motor vehicles

Effective audio-visual discrimination and perception needed to...

- Make observations in a variety of circumstances, at a variety of speeds
- Read and write
- Drive and operate equipment safely

Ability needed to...

- Observe analytically and objectively, analyze situations quickly, determine and take prompt, effective action.
- Understand, interpret and apply applicable Federal and State statutes, local ordinances, court decisions and 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-inter-agency communications.
- Act quickly, calmly and decisively in emergencies and under stress.
- Handle situations firmly, courteously, tactfully and impartially.
- Express oneself clearly and concisely, 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 rural DeKalb County, villages, towns and cities within DeKalb County.

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 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.

## ACCEPTABLE EXPERIENCE AND TRAINING

Completion of a standard high school course (or equivalent GED), preferably supplemented by some additional college level course work in a police-related discipline, meeting the age and other physical requirements prescribed by the County and Merit Commissioners at the time of examination, and the possession of a valid Illinois drivers license, and successful completion of Basic Law Enforcement courses as prescribed in Illinois Law Enforcement Training and Standards Board Act.