



Shipshewana Police Department

345 N. Morton Street, P.O. Box 261, Shipshewana, Indiana 46565
Phone (260) 768-4310 Fax (260) 768-4608 E-Mail- police@shipshewana.org

JOB DESCRIPTION

TOWN MARSHAL

JOB TITLE: Town Marshal

REPORTS TO: Town Council

SUBORDINATES: Full-time and Reserve Police Officers

LOCATION: Police Department and on patrol around Town

FLSA STATUS: Full Time / Salary

JOB PURPOSE SUMMARY:

Direct and supervise the activities of all Police Department officers and employees in order to ensure the proper enforcement of all federal and state laws, town ordinances, and departmental rules, orders, policies and procedures relating to public safety and welfare. Plan daily operations and perform necessary administrative and/or specialized activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must be a certified Indiana Law Enforcement Officer in good standing (proof of satisfactory completion of Tier I Basic Training through ILEA preferred).
- Have working knowledge of, and comply with, the latest edition of the Town's Personnel Policy Handbook, the Police Department's Standard Operating Procedures, other applicable Town policy and procedures, and applicable law.
- Manage personnel administration activities to include preparing, conducting, and reviewing performance evaluations; handling disciplinary actions; identifying and conducting training.
- Ensure Officers' compliance with all applicable policies, procedures, rules, regulations, and directives as established by the Town Marshal.
- Review and approve incident reports, supplemental reports, accident reports, and monthly reports for accuracy and completeness.
- Assist subordinates in the completion and preparation of daily activities for court cases; provide subordinates interpretation and instruction with regard to departmental

policies, methods, and procedures. Provide guidance, counseling, evaluation, motivation, and discipline as indicated.

- Observe the activities and capabilities of personnel under direct supervision to ascertain effective and timely performance of duties, paying particular attention to members serving probationary periods. Complete and submit written reports documenting any cases of misconduct, incompetency, neglect of duty, or violations of rules, regulations, and procedures.
- Receive and investigate personnel complaints and allegations made by the public or other law enforcement officers.
- Recruiting, assessing, and selection process of new candidates during the hiring process.
- Prepare and perform monthly review and submission of criminal reports to NIBRS.
- Prepare and present reports to IDACS coordinator for yearly/bi-yearly audit by the Indiana State Police.
- Participate in daily patrol activities by foot or by vehicle; respond to public calls of assistance; investigate criminal incidents, pursuing, apprehending, arresting, restraining, and processing suspects and violent persons, possibly involving the use of deadly force; secure crime scenes; issue traffic citations/summonses; seize property and/or criminal evidence and provide chain-of-custody evidence; maintain public order; interview victims and witnesses; interrogate suspects; transport prisoners; etc.
- Actively patrol and provide Town Marshal visibility/activity in Town, i.e. this is not intended to be a purely administrative position
- Develop and Implement programs designed to provide effective and efficient law enforcement services to citizens.
- Demonstrate and promote community team policing by participating in community events and other activities that promote community and police partnerships and by researching and evaluating police involvement.
- Attend required training course and seminars; participate in physical fitness activities.
- Dress professionally and neatly with uniform and badge, consistent with protocols.
- Maintain regular and punctual attendance.
- Work and be on-call for a variety of schedules each week, which includes, nights, weekends, holidays, overtime, and during and following natural disasters and emergency situations.
- Within one (1) year of date of hire, must have a principal place of residence in the State of Indiana no more than fifteen (15.0) miles from the corporate borders of the Town.
- Attend Town Council meetings.
- Testify in court as required.
- Perform other duties as necessary.

REQUIRED COMPETENCIES:

Candidate must have:

- a valid Indiana driver's license;
- a high school diploma or GED equivalent or higher;
- Indiana Law Enforcement Academy Certification as a law enforcement officer;
- working knowledge of laws, legal codes, court procedures, government regulations, and the democratic political process;

- working knowledge of common safety rules, regulations, procedures, and practices to include effective restraint techniques, basic first aid, and CPR.

Candidate should have:

- a minimum of ten (10) years of law enforcement experience as a police officer;
- a minimum of five (5) continuous years of experience as a police supervisor; and
- certifications as an ILEA Instructor in any psychomotor skill. Working knowledge of Microsoft Word and Outlook, internet research, and social media protocols.

QUALIFICATIONS:

Requires:

- A local, state, and federal comprehensive criminal background check.
- A sex offender registry and credit check.
- Medical and psychological evaluation.
- Pre-employment substance abuse testing.
- Random ongoing alcohol and controlled substance testing.

Knowledge of:

- Modern police practices, techniques, and methods inclusive of community policing.
- Modern investigative methods.
- Principles and practices of organization and personnel management.
- Modern office procedures, methods, and computer equipment.
- Functions and objectives of Federal, State, and local law enforcement agencies.
- Pertinent federal, state laws, and local ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance and traffic control.

Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Effectively plan, direct, supervise, and coordinate the work of assigned personnel.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Analyze situations quickly and objectively and determine proper course of actions.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train, and evaluate assigned staff.
- Understand and follow oral and written instructions.
- Pay attention to details.
- Manage time effectively.
- Learn and assist with new technologies, equipment, and procedures.

PHYSICAL DEMANDS/WORKING CONDITIONS/PPE REQUIREMENTS:

A person in this position must be free from any physical, emotional, or mental condition that might adversely affect the exercise of the powers related to a sworn officer; work various shifts as needed, weekends and holidays; work in an emergency peace control environment; work in intense life-threatening conditions; work in inclement weather conditions; exposure to dangerous persons, rude or angry persons, expletives, firearms, bodily fluids, diseases, crime scenes, drugs, toxins, fumes, chemicals, electricity, noise, weather and atmospheric conditions such as high humidity, allergens, dirt, dust, odors, winds, high and low temperatures, and various kinds of precipitation; running, walking, crawling, climbing, stopping, lifting, and sitting for long periods of time; lift, carry, or pull loads weighing up to 50 pounds; work in an office environment with a sustained posture in a seated position for prolonged periods of time; able to hear, smell, see near and far with depth perception and color and field vision; regularly use hands and fingers to handle, feel, or operate objects, tools, or controls and to reach with hands and arms.

Last updated: January 28, 2026