



WORKING TITLE: SERGEANT	CLASSIFICATION: SERGEANT
DEPARTMENT: SHERIFF	DIVISION: SHERIFF
PAY RANGE: SFMGT 16	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 7720
PPE: PER WORK LOCATION	REVISION DATE: APRIL 2019

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Serves as a first line supervisor and directs, supervises, plans, and coordinates the activities of assigned personnel in the enforcement of criminal and traffic laws and in the investigation of criminal cases. Conducts law enforcement, crime prevention, and investigation activities relating to criminal law enforcement in the County. Responsibilities may include administrative and/or investigative responsibilities depending on assignment (e.g., Administrative Sergeant, Detective Sergeant (Special Investigations or Narcotics Team), Emergency Manager, Rural Patrol Sergeant, etc.). Counsels and evaluates subordinate employees. Performs related duties as may be required. Requires work in a 24-hour per day, 7-day per week environment with shift rotation in 8, 10, or 12-hour shifts. May be required to work with rotating shift schedules including working day, swing, and night shifts, weekends, holidays, and overtime as required.

SUPERVISION RECEIVED:

Works under the general supervision of the Division Commander who assigns general and special duties and reviews work for effectiveness and proper procedure through observation, conference, and analysis of reports.

SUPERVISION EXERCISED:

Exercises direct supervision over staff of a lower classification/rank; assigns duties, counsels, and advises; recommends and provides training; evaluates work performance; rewards and disciplines employees; addresses complaint/grievances; and resolves problems in accordance with County's policies, procedures, labor union agreement, and applicable laws and in coordination with the Sheriff Command Staff.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Conducts briefings for on-coming shift personnel related to policy changes, special orders, training bulletins, and special assignments.
- Assigns and reviews work of subordinate deputies, applying procedural rules and ensuring appropriate response to emergency and routine citizen contacts.
- Reviews written activity reports prepared by employees for completeness and proper procedure; approves and forwards to Records.

- Provides for on-going training.
- Participates in the activities of the unit supervised, which includes patrolling/responding to calls, arresting, transporting, serving summons and other court orders, and assisting with investigations as required.
- Prepares and maintains records reflecting duties, assignments, and performance of employees of his/her shift as may be necessary for effective management and productivity. Applies corrective action as necessary.
- Prepares performance evaluations on all employees on his/her team on an annual basis.
- Makes recommendations for special recognition of subordinates' outstanding performance and/or effort.
- Attends staff meetings.
- Provides requisite input into decision-making process regarding whether to terminate subordinate employees, pursuant to Sheriff's Office policy.
- Other duties as assigned by the Division Commander.

JOB SPECIFICATION

KNOWLEDGE OF:

- Administrative concepts, practices, and principles.
- Principles and techniques of supervision, training, and performance evaluation.
- State criminal and traffic laws and County ordinances.
- Laws governing arrest and search and seizure.
- The criminal justice system, including courtroom testimony.
- Police investigative procedures and techniques.
- Customer service techniques.
- Basic first aid.

SKILL IN:

- Administrative concepts, practices, and principles.
- Principles and techniques of supervision, training, and performance evaluation.
- State criminal and traffic laws and County ordinances.
- Laws governing arrest and search and seizure.
- The criminal justice system, including courtroom testimony.
- Police investigative procedures and techniques.
- Customer service techniques.
- Basic first aid.

ABILITY TO:

- Understand potentially complex written or oral directives.
- Communicate clearly and concisely, both orally and in written form.
- Establish and maintain effective working relationships with co-workers, supervisors, agencies and the general public.
- Function effectively in a leadership capacity, including the ability to plan, assign, supervise, and evaluate the work of employees.
- Act/respond quickly and assume command in emergencies.

- Maintain accurate and complete records.
- Prepare complete and objective reports.
- Understand and appreciate the relationship of his/her duties and responsibilities with the aims and purposes of the Office.
- Develop and apply supervisory skills in a productive and professional manner.
- Maintain trustworthiness through integrity, truthfulness, consistency, and honesty.
- Attend work as scheduled and/or required, to include varied shifts.

MINIMUM EXPERIENCE AND TRAINING:

Five (5) years' progressively responsible experience as a sworn law enforcement officer, possession of a DPSST Law Enforcement (Police) Intermediate Certificate, and ability to obtain a Supervisory Certificate upon eligibility but no later than 36 months after appointment to position.

Some assignments require specific experience/certifications(s) and/or passing additional special assignment or mission specific physical agility/fitness or firearms proficiency test(s).

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon. Will be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Applicants must pass a medical exam and psychological evaluation prior to appointment in order to meet standard under OAR 259-008-0010.

Will be subject to successful completion of a personal background check including, but not limited to, criminal, civil, driving, military, educational, and employment history pursuant to OAR 259-008-0015.

This position carries a 12-month probationary period.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically performs work in a variety of settings including office, vehicle, and outdoor environments in all types of weather and conditions including movement from indoor to outdoor environments, working alone in isolated geographic areas, and in confined spaces. The noise level in the work environment varies depending the situation. Work involves stress of working with detainees. The incumbent will likely encounter frequent interruptions throughout the workday.

The employee is regularly required to possess the strength and stamina to sit for long periods of time in a patrol vehicle and to enter and exit the vehicle quickly and frequently; and to possess the strength, stamina, coordination, and balance to stand and walk for long periods; to walk and run on uneven surfaces; to bend and reach to conduct inspections/investigations, to climb ladders, fences, and other obstacles, to run in pursuit of individuals, to physically restrain uncooperative and violent individuals, and carry equipment and supplies.

Contact with the public in a variety of environments may risk exposure to persons under the influence of alcohol and/or other drugs, emotional individuals, resistive/combatative persons, personally dangerous individuals and circumstances including dead, injured, and/or sick individuals, exposure to individuals with communicable diseases, and contact with wild and/or domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.