

## **SHERIFF'S SERGEANT**

### **DEFINITION**

To plan, organize and supervise patrol, jail, boat and waterways activities, investigations and/or field operations as assigned within the Sheriff's Department; to enforce all federal and state laws and local ordinances related to public safety and welfare; to perform a variety of technical tasks related to assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

The classification of Sheriff's Sergeant is a first-line supervisory classification. It differs from the next higher class of Sheriff's Lieutenant in that the Lieutenant is a management level classification responsible for divisional operations.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Sheriff's Lieutenant; exercises direct supervision over sworn and other lower-level staff.

### **EXAMPLES OF DUTIES** -- Duties may include, but are not limited to, the following:

Recommends and assists in the implementation of department goals and objectives; establishes schedules and methods for field patrol; implements department policies and procedures.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.

Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for training; monitors and controls expenditures. Prepares grant applications for supplemental program funding.

Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Serves as field training officer; plans, prioritizes, assigns, supervises and reviews the work of deputies involved in the field training program; trains and evaluates new recruits.

Serves as watch commander; plans, schedules, prioritizes, assigns, supervises and reviews the work of assigned deputies; collects and reviews time sheets.

Prepares and presents reports and other correspondence; reviews reports prepared by subordinates for completeness, accuracy and compliance with regulations.

Serves as incident commander at critical incidents; directs operations at incidents.

Performs routine patrol duties as necessary, including but not limited to patrolling assigned areas of the County, responding to emergency calls and/or public calls for assistance, preparing and serving warrants, apprehending and arresting suspects and violent persons, securing crime scenes, issuing citations, seizing property and/or criminal evidence, maintaining public order, interrogating suspects, investigating criminal incidents, transporting prisoners, administering first aid, etc.

Responds to citizen inquiries and complaints; investigates complaints and recommends corrective action as necessary.

Conducts internal affairs investigations.

Prepares cases for court and testifies in court as required.

Assists in supervising the narcotics task force, including undercover operators, officers and informants; coordinates narcotics arrest raids; maintains records of all seizures and narcotics dispositions; files narcotics cases with the District Attorney.

Coordinates the Office of Emergency Services; prepares disaster plans for the County; responds and coordinates actions for natural or man-made disasters.

Serves as commander of SWAT team; plans, supervises and reviews the progress of SWAT team training; supervises hostage negotiation team.

Supervises jail staff and daily jail operations and activities, including but not limited to booking prisoners, monitoring / supervising prisoner activities and behavior, disciplining prisoners, maintaining jail security, providing for prisoners' daily needs, and ensuring the maintenance of accurate records and reports.

Coordinates search and rescue team, hazardous waste responses and volunteer work.

Coordinates fire/arson investigative unit.

Coordinates funeral escort details as needed.

Coordinates and/or participates in other special projects and programs as assigned.

Participates on a variety of boards, commissions, committees, etc; attends and participates in professional groups.

Keeps abreast of changing laws, codes and regulations affecting department operations and law enforcement activities.

Coordinates assigned activities with those of other County departments and divisions, outside agencies and organizations.

Performs duties related to crime prevention and community relations.

Performs general administrative work, including but not limited to attending meetings, preparing correspondence and reports, entering computer data, maintaining files, answering the telephone, etc.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations.

Procedures and methods in law enforcement patrol, traffic control, crime prevention, criminal investigation, apprehension and arrest, civil process and jail operations.

Principles and practices of processing Coroner's cases.

Principles and practices of search and seizure, preservation and presentation of evidence in traffic and criminal cases.

Criminal behavior and methods of operation.

Types of law enforcement equipment, materials and specialty items.

Locations and characteristics of the various neighborhoods.

Budgeting procedures.

Business letter writing and report preparation; English usage, spelling, grammar and punctuation.

Principles of supervision, training and performance evaluation.

Principles and practices of record-keeping and reporting.

Ability to:

Interpret and apply and enforce pertinent laws, policies, rules and regulations.

Effectively supervise a variety of law enforcement activities.

Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.

Accurately observe and recall incidents and situations encountered.

React quickly and calmly in emergency situations.

Physically pursue, apprehend and control criminal suspects.

Use and care for firearms.

Deal courteously, yet firmly and effectively with the public in police situations.

Gain cooperation through discussion and persuasion.

Supervise, train and evaluate the work of assigned staff.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Prepare and administer a budget.

Maintain records and prepare required reports.

#### EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience:

Three years of increasingly responsible experience in law enforcement work.

##### Training:

High school diploma or GED equivalent supplemented by additional course work in the administration of criminal justice, police science, public administration, business administration or related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a P.O.S.T. Intermediate Certificate.

Classification Code:	4154825
Bargaining Unit:	20
FLSA Status:	Y
Workers' Compensation Code:	7720
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"