

# Sevier County Job Description



<b>Title:</b> Sergeant	<b>Department:</b> County Sheriff
<b>Grade:</b> 20	<b>FLSA Status:</b> Non-Exempt
<b>Job Code:</b> 935	<b>Effective Date:</b> 01/12 (Last Revised 06/19)

## GENERAL PURPOSE

Performs **first-line supervisory and professional law enforcement duties** needed to ensure the efficient and effective operation of assigned division in the Sheriff's department. Plans, directs and coordinates the activities of shift personnel and acts as a **crew supervisor** and officer in command (OIC).

## SUPERVISION RECEIVED

Works under the general supervision of the Lieutenant, Captain or Chief Deputy Sheriff.

## SUPERVISION EXERCISED

Provide close to general supervision to subordinates; serves as FTO and incident commander.

## ESSENTIAL FUNCTIONS

### **Basic Functions for all Sergeants**

- Manages the day-to-day operations of an assigned shift and establishes shift priorities and projects;
- Provides field assessment of various policies and operating procedures;
- Makes recommendations relating to policy, practices and standard operating guidelines and procedures;
- Prepares periodic reports as needed to apprise department management of various conditions and results;
- Oversees all duties and responsibilities of assigned crews;
- Monitors crew shift schedules and assists to schedule work, paid time off, and compensatory days;
- Keeps time sheet records and prepares shift memos;
- Maintains records and monitors and evaluates crew performance of shift personnel;
- Regularly monitors performance and provides coaching for performance improvement and development;
- Assures compliance with established performance expectations and standard operational procedures;
- Makes recommendations effecting employee retention, advancement, discipline and discharge;
- May assist with internal investigations and determination of corrective actions upon assignment;
- Serves as first level for resolution in the grievance process;
- Provides quality control, reviews reports and daily logs of deputies;
- Acts as liaison between crews and management;
- Participates in the training for new deputies in the field training officer (FTO) program;
- Assists in training programs and apprises staff of available training opportunities and monitors staff progress;
- Assists clerical personnel to maintain departmental records showing training and certification achievements & activity;
- Assists in the development of staff law enforcement skills;
- Performs routine Deputy Sheriff duties or assists deputies as required.

### **Corrections** (in addition to basic Administration Support functions for all Sergeants)

- Oversees correctional activities and inmate services on assigned shift;
- Supervises inmates in county jail in accordance with established policies, regulations and procedures while assuming responsibility for all needs (physical, medical, etc.) of the prisoners during detention;
- Performs various tasks associated with inmate admissions such as booking and review of offense status to determine appropriate level of security and confinement;
- Maintain records of inmates and readies inmates for work release, court appearances and processes inmate grievances;
- May oversee the observation of conduct and behavior of inmates to prevent disturbances and escapes;
- Oversees and searches inmates cells and ensures an overall safe and secure environment in the jail;
- May teach in class room setting and deliver instruction on interviewing and interrogation techniques and safety awareness, etc.;
- Certifies in operational procedures related to special weapons and critical conditions associated with gas, explosives, hostage, and dangerous suspects;
- Attends court proceedings, provides court security, may act as bailiff;
- May supervise various facility functions including maintenance, kitchen operations, medical operations, etc.;
- Receives, responds to and processes inmate complaints, issues and grievances related to officer and staff interactions, facility or jail practices or general concerns;
- Evaluates issues and makes decisions based upon established protocol and past practices.

**Patrol** *(in addition to basic Administration Support functions for all Sergeants)*

- Responds to calls of crimes in progress or traffic control responses, i.e., domestic disputes, burglaries, drug related crimes, accidents, etc. and may act as incident commander;
- Investigates crimes, makes arrests, conducts interviews as needed;
- Prepares reports on patrol activities and performs required documentation functions as needed;
- Certifies in operational procedures related to special weapons and critical conditions associated with gas, explosives, hostage, and dangerous suspects;
- Performs preventative teaching and may teach in class room setting to deliver instruction on interviewing and interrogation techniques, safety awareness, report processing procedures, drug recognition and awareness, etc.
- Performs as a specialist in some aspect of law enforcement as assigned;
- May perform as a member of a special operations team (SERT/SWAT);
- Establishes and maintains internal and external relationships with service agencies, community organizations, intergovernmental agencies, etc.;
- Attends court proceedings and offers testimony regarding various criminal and traffic cases.
- May serve as evidence custodian;

**MINIMUM QUALIFICATIONS****1. Education and Experience:****Corrections:**

Graduation from high school or equivalent and POST Peace Officer Certification, plus two (2) years of specialized training provided through college, POST or professional sponsored programs, and five (5) years of progressively responsible law enforcement performing above related duties which includes experience in a supervisory capacity, with a preference of three (3) years being performed with Sevier County.

**Patrol:**

Graduation from high school or equivalent and POST Peace Officer Certification, plus two (2) years of specialized training provided through college, POST or professional sponsored programs, and five (5) years of progressively responsible law enforcement performing above related duties which includes experience in a supervisory capacity, with a preference of three (3) years being performed with Sevier County.

\*An equivalent combination of education and experience may be considered.

**2. Required Knowledge, Skills, and Abilities:****Considerable knowledge of**

- Supervisory practices, including methods of employee feedback, motivation, disciplinary and progressive discipline;
- Department policies, procedures, rules and regulations, goals, mission and values;
- Current trends, challenges, and practices in law enforcement including Crime Management and Incident Command System;
- Local, state, and federal laws;
- Procedures and techniques of police work and appropriate use of deadly and non-deadly force;
- The fundamentals of proper arrest, search and seizure laws, booking procedures, court procedures;
- County geography.

**Working knowledge of**

- English, grammar, and technical writing skills as well as computer operation and related software;
- Basic investigation techniques and methods.

**Skill in**

- The operation of motor vehicles at high speed and in dangerous situations;
- Skill in the use of firearms, communication equipment, laptop computer, non-lethal weapons, etc.

**Ability to**

- Plan and organize the work of assigned subordinates;
- Interpret and apply the criminal code;
- React effectively in emergency and stress situations;
- Follow standard safety practices and procedures common to law enforcement work;
- Restrain physically violent prisoners;
- React quickly to novel situations under conditions of stress;
- Make effective public presentations to diverse groups;
- Communicate verbally, and in writing;
- Establish and maintain effective working relationships with fellow employees, other agencies, supervisors, inmates and the public.

**3. Special Qualifications:**

- Must possess a valid Utah State Driver's License.
- Must be P.O.S.T. certified as a Law Enforcement Officer and/or Corrections Officer certified.
- Must complete 40 hours of job-specific training per year to maintain certification.
- Must complete POST supervisory training.
- May be required to obtain various POST training/instructor certifications.
- Must work rotating shift work.
- Must possess a CPR and First Aid Certification.
- Must be subject to contact 24 hours a day, 7 days a week.
- Resident of Sevier County.

**4. Work Environment:**

- Functions of the position generally performed in a high-risk environment.
- Daily or periodic travel.
- Many functions of the work pose high degree of hazard uncertainty and unpredictable situations.
- Physical readiness and conditioning may be a condition of job retention.
- Various levels of mental application required, i.e.; memory for details, emotional stability, discriminating thinking, creative problem solving.
- Continuous use of motor skills.
- Periodic exposure to the presence of blood borne or airborne pathogens.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)

I have reviewed this job description with the employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor Signature)