

LINN COUNTY CLASSIFICATION

TITLE: SERGEANT - CRIMINAL PATROL DIVISION
NUMBER: 684b/686 **APPROVAL ORDER NUMBER: 2019-036**
PAY RANGE: 18 (SO) **DATE: FEBRUARY 12, 2019**
CATEGORY: MANAGEMENT/EXEMPT (SO)

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs supervisory duties on an assigned shift in the absence of a Lieutenant. Performs law enforcement patrol, investigatory and related duties performed by a Deputy Sheriff. Assists in training new deputies and assumes lead responsibilities over deputies of lower rank in the investigation of accidents and crimes. Duties may include assignment in a community or broad geographic area located at some distance from the center of operations or as part of a special team or program.

SUPERVISION RECEIVED: Works under the supervision of a Lieutenant on an assigned shift. Receives special assignments from Lieutenant. Receives advice concerning interpretations of laws, rules, and operating procedures but exercises judgment in the evaluation of incidents and initiation of appropriate response. Work performance is reviewed regularly by a Lieutenant and the Captain in charge of the Criminal Division.

SUPERVISION EXERCISED: Exercises supervision over subordinate staff. Assists in the formulation and implementation of management decisions and policies. Evaluates, assigns and directs duties of subordinate personnel. When appropriate, employees in this classification recommend action for adjusting grievances, discipline, suspension (with pay) and rewarding subordinates.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform the duties of a Deputy Sheriff.
2. Perform supervisory duties on their assigned shift. Maintain knowledge of deputy locations; respond to questions from deputies concerning legal or procedural issues. Initiate appropriate law enforcement response to emergency calls and routine citizen complaints.
3. Assume lead responsibility, when needed, over Deputy Sheriffs in the investigation of accidents, crimes and complaints (initial field investigation of accidents and crimes). Respond to major incidents and assume lead responsibilities when needed.
4. Assist in the orientation and training of new Deputy Sheriffs. Explain and interpret office rule, policies and operating procedures. Make evaluations of Deputy's progress and efficiency in the performance of duties.
5. Develop and maintain effective, harmonious and reasonable work relationships with others.
6. Maintain regular and predictable work attendance.

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OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of and ability to interpret applicable Federal, State and Local laws and ordinances. Considerable knowledge of court systems and procedures and civil law functions. Considerable knowledge of the principles and techniques of modern police investigation. Considerable knowledge of standard operating rules and procedures which govern law enforcement practices. Knowledge and skills in the use of law enforcement equipment; including firearms, vehicles, radios, crime investigation kits, intoxilyzers and in administering basic emergency first-aid.

Ability to exercise leadership skills in the assignment and supervision of work, guidance of subordinate deputies concerning the proper interpretation of laws and ordinances. Ability to apply Sheriff's Office policies and procedures. Ability to understand complex oral and written instructions and to act upon them accordingly. Ability to plan and organize work independently. Ability to maintain good public relations.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or possession of the equivalent GED Certificate. Three years experience as a law enforcement officer, including at least one year's experience in a County Sheriff's Office. Possession of the Department of Public Safety Standards and Training Intermediate Police Certificate at the time of appointment. Must complete Supervisory Certification training within two years of appointment.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass the prescribed testing by the Sheriff's Office which may include oral and/or written exams. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must pass a general physical examination as required by the Department of Public Safety Standards and Training and a comprehensive psychological examination. Must possess and maintain a valid First Aid and CPR card.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors and outdoors in a variety of environments in all weather conditions. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than

20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal.) Additional requirements are the ability to talk and hear (have no significant hearing loss), sit and stand, read and write, walk, run, bend, stoop and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moments notice.