



## SHERIFF'S SERGEANT

### **DEFINITION**

Under direction, plans, organizes, directs, assigns, schedules, and supervises staff and activities of sworn and non-sworn staff; participates in a wide variety of peace officer duties involving the protection of life and property, enforcement and education of laws and ordinances, crime prevention and investigation; directs and performs specified staff assignments; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory or management personnel. Exercises direction and general supervision of sworn and non-sworn personnel for the Sheriff's Office.

### **CLASS CHARACTERISTICS**

This is the first full supervisory-level classification with the Sheriff series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of Deputy Sheriffs and non-sworn staff. Incumbents perform the more difficult peace officer activities such as complex criminal investigations, supervising a shift, supervising a smaller section with established and less technical assignments, conducting personnel investigations, or participating in specified staff functions depending on assignments. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from Sheriff's Lieutenant in that the latter has management responsibility for the direction of a major functional area.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, reviews, evaluates, and participates in the work of assigned staff responsible for performing a wide variety of peace officer duties involving the prevention of crime; the protection of life and property; and the education and enforcement of federal, state, and local laws and ordinances; as well as conducting investigations of felonies, misdemeanors, suspicious circumstances, and related cases.
- Works with community members in assigned areas to identify problems and find solutions to enhance the quality of life within the community
- Participates in the hiring of assigned staff; recommends selections for collateral positions. Evaluates employee performance, counsels employees, issues corrective action and recommends initial disciplinary actions and other personnel decisions.
- Provides formal training to staff on work and safety procedures and in operation and use of equipment; assesses and documents employee fitness for duty; develops and implements training procedures and standards.

- Schedules work and authorize leaves, ensuring the effective, efficient, and timely completion of all work.
- Supervises by radio or in person and monitors deputies' response to a variety of law enforcement situations; provides guidance and direction to deputies and interprets points of procedures, policies, and regulations.
- Supervises and coordinates crime scene activities; guides and directs deputies; ensures crowd control and the protection of evidence and the scene.
- Performs complex investigative work in a variety of areas; may participate in special projects to collaborate with community members and groups, prevent crime or apprehend possible lawbreakers.
- Patrols an assigned area to observe, supervise, and instruct deputies; assists or provides direction to deputies with unusual, complex, or emergency situations.
- Responds to, investigates, and resolves citizen complaints regarding Sheriff's Office activities within established guidelines and authority.
- Reviews all records and reports received from subordinate staff to ensure completion, accuracy, and conformance with regulations; works with the District Attorney's Office on any follow-up issues, concerns, or questions regarding staff reports.
- Conducts shift briefings; inspects equipment and vehicles to ensure compliance with all regulations.
- Personally performs a wide variety of peace officer duties involving protecting life and property, education and enforcement of laws and ordinances, criminal investigation, crime prevention and suppression, suspect pursuit and apprehension, case preparation and testimony, and providing information and assistance to victims, witness and community members.
- Serves or directs the service of civil papers to County residents; directs or provides Coroner/Public Administrator services as assigned.
- Prepares cases for prosecution and provides testimony as necessary.
- Prepares reports and statistical data; maintains a variety of records.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, corrective action, and the training of staff in work procedures.
- Principles and practices of leadership.
- Modern principles, practices, procedures, and terminology used in law enforcement and crime prevention, including patrol, courthouse operations and security, criminal investigation, pursuit and apprehension of suspects, arrest and custody, community relations and related peace officer and detective duties.
- Rules of evidence pertaining to search and seizure and the identification, marking, preservation, and presentation of evidence.
- Functions, authorities, and organization of other departments and agencies involved in identification, investigation, and prosecution of criminal cases.
- Proper and effective methods of deploying law enforcement personnel.
- Applicable federal, state, and local laws, codes, ordinances, regulations, and standards affecting Sheriff's Office services.
- Techniques for dealing with a variety of people under hostile and emergency situations.
- Operation and maintenance of equipment used in law enforcement.
- Locations and characteristics of the various neighborhoods and familiarity with community members.
- Court procedures and operations.
- Business letter writing and report preparation techniques.
- Basic mathematical principles.

- Principles and procedures of recordkeeping.
- Safety practices and precautions pertaining to law enforcement work.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of service by effectively dealing with community members, visitors, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and generate documentation.

**Ability to:**

- Organize, implement, and direct day-to-day law enforcement operations, programs, and activities.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance objectively and positively.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for the solution.
- Review and prepare comprehensive reports and recommendations related to law enforcement operations.
- Plan and make effective presentations to authoritative groups such as courts; testify in court.
- Assess difficult or emergency circumstances and develop, implement, and direct appropriate response strategies.
- Observe and accurately recall places, names, descriptive characteristics, and facts of incidents.
- Appraise situations and people accurately and adopt an effective course of action.
- Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.
- Safely use and care for firearms and other issued agency equipment.
- Keep abreast of trends, technology, and requirements in law enforcement supervision and operations.
- Make accurate mathematical calculations.
- Review and prepare clear, concise, and accurate reports, records, and other correspondence and documents.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the Sheriff's Office and the County in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Explain and justify items necessary for budget preparation and be familiar with purchasing requirements for items.

### **Education and Experience:**

*A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.*

Completion of fifteen (15) semester college units and five (5) years of sworn peace officer experience, three (3) years of which must have been with El Dorado County in the class of Deputy Sheriff II.

### **Licenses and Certifications:**

- Possession of a valid Driver's License and maintain a satisfactory driving record.
- Possession of an Intermediate Certificate issued by the California State Commission on Peace Officer Standards and Training (POST).
- Possession and maintenance of firearms qualification.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to perform investigations and surveillance, transport suspects and evidence, and visit various County and meeting sites; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access crime scenes and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and operate law enforcement equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 160 pounds as necessary to perform job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees work indoors and outdoors and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

### **WORKING CONDITIONS**

Must be willing to work emergencies and on evenings, weekends, and holidays. Must meet physical, psychological, and background standards established by the California State Commission on Peace Officer Standards and Training and any other pre-employment and ongoing peace officer requirements pursuant to federal, state, and local legislation. Must be willing to work with convicted criminals. This classification functions as a peace officer within the authority and limits of California Penal Code Sections 830.1(a) and 832.