

Uintah County

Job Description



Title:	Sergeant	Code:	809-1
Division:	Patrol	Effective Date:	3/07
Department:	Sheriff	Last Revised:	3/07
FLSA Cat:	Non-Exempt	Pay Grade:	30

GENERAL PURPOSE

Performs **first-line supervisory and professional law enforcement duties** related to patrol, traffic control and civil processing. Plans, directs and coordinates the enforcement activities of shift personnel.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

Provide general to close supervision to subordinates; serves as FTO.

ESSENTIAL FUNCTIONS

Manages the day-to-day operations of the patrol division; participates in the overall management of the department by proposing policy changes and implementing the same upon approval; 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; may assist with internal investigations and determination of corrective actions upon assignment.

Monitors division shift schedules; acts as direct liaison between patrol sergeants and sheriff; maintains records; evaluates subordinate performance; may be assigned to a specialized function other than patrol, i.e., administrative or court services; may participate in directing search and rescue.

Assists in the development of staff law enforcement skills; implements training programs and monitors staff progress; assists clerical personnel to maintain departmental records showing training and certification achievements & activity; appraises staff of available training opportunities; coordinates training functions with POST and in-house trainers.

Monitors performance of shift personnel; assures compliance with established performance expectations and standard operational procedures; makes recommendations effecting employee retention, advancement, discipline and discharge; reviews grievances and serves as the second level for resolution in the grievance process.

Responds to calls for service, i.e., domestic disputes, crime in progress, etc.; investigates drug and alcohol offenses; investigates drug related crimes; makes arrests for possession of illegal substances; investigates burglaries of homes and vehicles; takes reports of rape and child abuse incidents, conducts interviews; patrols and monitors roadways to observe traffic for violations of traffic laws and local ordinances; issues citations; assists stranded motorists; checks for suspicious vehicles; determines violations and makes arrests; executes official documents of the court serving arrest warrants, subpoenas, etc. serves as liaison for search & rescue.

Reports to accident scenes to render first aid to injured persons, and control traffic in the area; investigates cause of accident, takes photos, collects evidence, and prepares report on details after determining responsibility for accidents.

Prepares reports on patrol activities; reviews reports and daily logs of deputies; keeps time sheet records; prepares shift memos.

Performs preventive teaching; may teach in class room setting and deliver instruction on interviewing and interrogation techniques; safety awareness; advises neighborhood watch groups regarding processes and procedures; instructs in drug recognition and awareness program, ATV safety training, etc.

Performs as a member of a special operations team (SERT/SWAT); certifies in operational procedures related to special weapons and critical conditions associated with gas, explosives, hostage, and dangerous suspects.

Coordinates subordinates and resources with other agencies, i.e. Forest Service, BLM, DEA, and ATF, when necessary.

Performs as a specialist in some aspect of law enforcement as assigned; may work as a K-9 officer, ATV instructor, DARE officer, EMT, firearms instructor, juvenile officer, crime prevention officer, field training officer, or some other area of specialization.

Attends court proceedings; offers testimony regarding various criminal and traffic cases; responds and appears at federal proceedings upon being subpoenaed; performs court security, or assigns subordinates to court security functions; perform collection technician function for chain of custody for urine analysis for Drug Court, DSFC, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

- A. Graduation from high school plus POST Peace Officer Certification; plus, two (2) years of specialized training provided through college, POST or professional sponsored programs;
- AND
- B. Four (4) years of progressively responsible law enforcement experience;
- OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of local, state, and federal laws; procedures and techniques of police work; arrest, search and seizure laws, booking procedures, court procedures; departmental operations and procedures; county geography. **Working knowledge of** English, grammar, and technical writing skills; 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, ballistic vest, 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; exhibit imagination, initiative and problem solving capability in coping with a variety of law enforcement situations; enforce laws and ordinances with tact and impartiality; follow standard safety practices and procedures common to law enforcement work; communicate verbally, and in writing; establish and maintain effective working relationships with fellow employees, other agencies, supervisors, and the public.

3. Special Qualifications:

Must possess a valid Utah State Drivers License.

Must be advanced P.O.S.T. certified. Must possess various POST training/instructor certifications.

Must work rotating shift work. Must work on-call 24 hours.

Must complete 40 hours of training per year to maintain certification.

4. Work Environment:

Functions of the position generally performed in a controlled environment. Frequent travel. Many functions of the work pose high degree of hazard uncertainty. 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 incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. 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)