



Grand County

Job Description

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| Title: | Sergeant | Job Code: | 2620 |
| Division: | Operations | Effective Date: | 9/2017 |
| Department: | Sheriff | Last Revised: | |

GENERAL PURPOSE

Performs a wide range of **advanced level professional law enforcement duties** related to the patrol supervisor in the protection of life and property through the enforcement of laws and ordinances. Supervises patrol deputies and performs other administrative duties to secure and maintain a safe environment for county citizens and to protect rights as established by federal, state, and local laws.

SUPERVISION RECEIVED

Works under the general supervision of the County Sheriff or Investigations/Patrol Lieutenant.

SUPERVISION EXERCISED

Provides close to general supervision to assigned shift officers which may include Patrol Officers, Detectives, Criminal Investigator, and/or Drug Court Tracker. Directs day-to-day shift activities.

ESSENTIAL FUNCTIONS

Patrol Supervisor: Assumes immediate supervision for all major incidents and or emergencies involving patrol. Assists and advises subordinates in performance of their duties; may act for others of higher rank during the absence of the immediate supervisor. Acts as field supervisor for the patrol division, coordinates their activities; recommends, through chain of command, transfers, promotion, discipline, discharge and assignments of subordinates; schedules patrol division personnel; assists in the work performance evaluations of employees; reviews and corrects daily reports; and enface policies and procedures. Determines training needs of subordinates; plans training and administers training in accordance with established needs and approved plans.

Exercises supervision over lower ranking officers assigned; coordinates activities and assists in the performance of their duties; observes and evaluates work performed by subordinate officers; reviews, evaluates, and corrects when necessary, all activities of the officers to include investigations, interaction with the community, tactical expertise, officer safety, training, written reports, citations, photos, and quality and thoroughness of investigations; ensures compliance with established policies and procedures, i.e., use of force; provides policy interpretations and judgments to subordinate officers; delivers and implements managerial directives and communicates subordinate concerns to management; follows up on complaints involving shift officers; reports any insubordination or misconduct; assists in the development of division budget; analyzes equipment and personnel needs and makes recommendations; monitors and tracks budget status; conduct Internal Affairs investigations when directed.

Court Security Supervisor: Carries out specific plans or programs to insure safety of court personnel and protection of facilities. Provides security for courtrooms during proceedings and for court facilities, judges and staff; monitors or operates metal detectors as needed; patrols court facilities; investigates disturbances and suspicious situations and takes appropriate action to maintain security; prepares and submits written reports of security incidents occurring within the courts.

Escorts prisoners to and from court; searches prisoners; obtains commitment orders and reviews for completeness; assures proper case numbers; fills in sentences as determined by the judge; processes commitments according to established procedures; assures proper processing of prisoner; escorts new arrests to holding cells and performs booking procedures; assists with guarding and transporting prisoners.

Observes courtroom for violations of regulations such as unacceptable or inappropriate use of microphones, cameras, movie cameras, or any other device that would prove disruptive or threaten the security of court proceedings; ejects or assists with arrests individuals disturbing court proceedings

Assists witnesses, litigants and public by answering questions about court procedures and scheduling but does not give legal advice or discuss merits of case on trial.

May also act as court Bailiff when required, opening court by announcing entrance of judge; seating witnesses and jurors; carrying out instructions of judge; supervising and providing for the needs of the jury; summoning witnesses; etc.; takes evidence into custody.

Investigations: Directs and performs investigations of major crimes, i.e., suspicious death, robbery, fraud, embezzlement, controlled substance violations, adult and child sex crimes; oversees investigations related to auto, aircraft, and industrial accidents; conducts searches for lost, missing, or drowned persons; assists county coroner concerning death investigation and transportation of bodies; delivers death and other emergency messages; performs investigation of offenders and performs other typical detective duties in the course of eliminating criminal activities and enforcing drug laws; oversees the investigation of various felony crimes; participates in covert operations; participates in the maintenance of sex offender registry; investigates internet crime/pornography; interviews witness and victims. Reviews daily reports for screening prosecution and follow up on investigations.

Enforcement & Operations: Responds to calls for service, patrols residential, business and industrial centers; patrols assigned roadways and citizen traffic areas in patrol vehicle to observe the general public and traffic for violations of traffic laws and ordinances; assists stranded motorists; checks for suspicious vehicles; determines violations and makes arrests; assists with search and rescue efforts.

Conducts investigations and follow-up investigation on the scene and suspects, makes arrests of offenders, writes crime case reports, appears and testifies in court, performs traffic enforcement, and routine patrol.

Reports to accident scenes to render first-aid to injured persons and control traffic in the area; investigates cause of accident and prepares report on details after determining responsibility for accidents. Serves criminal and civil orders and works on community projects.

Responds to a variety of citizen complaints such as robberies, break-ins, domestic quarrels, assaults, and vandalism; prepares initial investigation reports on scene of crime; gathers evidence and interviews victims and witnesses; responds to civil disputes and domestic calls.

Prepares arrest records including fingerprinting and mug shot photography (identifying the prisoner and charge against him/her).

Civil Processes & Apprehension: Serves as an agent of the court in satisfying civil and criminal warrants including writs of execution, subpoenas, restitution or attachment/seizures, property replevins, and protective orders; locates persons named in criminal warrants and executes the warrants, makes arrests; provides courtroom testimony as required; enters and updates inmate computer records to accurately reflect status of civil documents serviced; assists in conducting sheriff sales. Process server and may assist with search and rescue.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Two (2) years of college level criminal justice or equivalent education; PLUS, Graduation from (P.O.S.T.) Academy
AND
- B. Six (6) years of progressively responsible law enforcement experience;
OR
- C. An equivalent combination of education and experience, but cannot take the place of P.O.S.T. certification.

2. Knowledge, Skills, and Abilities:

Working knowledge of local, state, and federal laws such as traffic code, court protocol, juvenile code, civil procedures and criminal code; corrections and law enforcement protocols; investigative methods and techniques, specialized law enforcement equipment such as radar; county geography, road systems, and boundaries; standard first-aid administration; interpersonal communication skills; techniques and procedures of police work; arrest, search and seizure laws, booking processes and procedures; court procedures, civil paper serving and processing; English, grammar and technical writing skills.

Skill in the operation of motor vehicles at high speed and in dangerous situations; skill in the use of firearms, Taser, urinary analysis machine, ASP, radio, restraints, computer, etc.

Ability to supervise and manage employees; apply modern law enforcement principles, procedures, techniques, and equipment in various law enforcement situations; learn and interpret the civil and criminal code related to law enforcement and the elements of crime; demonstrate knowledge of how to react in emergency situations; demonstrate problem solving capability; ability to enforce laws and ordinances with tact and impartiality; follow established safety practices and procedures common to law enforcement work; communicate effectively, verbally and in writing; develop effective working relationships with the public and fellow employees; perform work requiring good physical condition.

3. Special Qualifications:

Must have POST certification and be at least 21 years of age. Must pass an extensive background investigation. Must possess a valid Utah State Driver's License. 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, e.g. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills. Must be able to lift and drag up to 100 pounds. May have to physically restrain a hostile inmate.



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)