



## **Sergeant**

**Class code:** 01041, 01044

**Employee Group:** Management/Confidential

**FLSA:** Non-exempt

**Salary Band:** 9 or 10, depending on DPSST certification

---

### **I. Position Summary**

Plans, schedules, and supervises the daily activities of all personnel and related operations during a shift of law enforcement activities such as patrol, investigations, training, or corrections duties, assuring efficient operations and compliance with departmental and legal requirements. Supervises programs affecting all areas of the department; performs staff functions between divisions. Performs difficult and complex police services and various administrative functions, including payroll and personnel, budgeting, and participation in the development of operating policies and long-range planning goals and objectives for assigned area. Serves as department liaison on County committees and performs duties of Division Commander in his/her absence. Performs duties of a sworn law enforcement officer as defined by Oregon Revised Statutes.

### **II. Supervision Exercised**

Acts as a supervisor to various classifications.

### **III. Examples of Essential Position Duties**

- Protects integrity of agency by coordinating, scheduling, prioritizing, and monitoring all activities in area of assignment to assure that work is performed efficiently and according to appropriate guidelines, procedures, and regulations. Delegates responsibilities to subordinates as necessary.
- Plans, organizes, and supervises the work of assigned employees; participates in the background investigation and selection of new employees; makes recommendations regarding the hiring and termination of personnel; makes recommendations with respect to transfers, promotions, and special assignments, provides or oversees training and progress for subordinates and reviews and evaluates work performance; initiates and implements disciplinary actions; assess moral; motivates personnel to identify and achieve individual goals; recognizes and rewards achievements.
- Performs various administrative duties such as preparing shift time sheets, maintaining personnel related records and files; ensures equipment maintenance and availability; inspects deputies and equipment to ensure a professional appearance; monitors budget items such as overtime worked, miles driven, and supplies used.
- Remains current on and interprets new and existing statutes and state and local laws; assists in the development and implementation of policies and procedures to assure effective functioning of assigned activities and compliance with Sheriff's office standards and legal requirements; analyzes and recommends improvements to existing facilities, equipment, and operating systems of the assigned division.
- Assists in the development of short and long-range plans, goals, and objectives for assigned operations; monitors special programs; coordinates assigned activities with other County departments and outside governmental agencies.
- Monitors and documents expenditures for area of assignment; assists in the preparation of the department's budget requirements, identifying staff and resource needs for assigned activities.
- Assists in and coordinates the preparation of cases for court; appears in court and testifies as necessary.
- Supervises or conducts the investigation of personnel/inmate problems; recommends and initiates the resolution of such situations; participates in disciplinary proceedings and hearings.

## **Jackson County – Sergeant I - II**

Page 2 of 7

- Supervises or performs the preparation, maintenance, and update of files, records, and reports to provide accurate evaluation, control, and documentation of area of assignment; reviews and approves reports to ensure legal requirements are met.
- Reads, comprehends, and complies with or enforces legal and non-legal documents, including the process of such documents as medical instructions, commitment orders, summons, other legal writs, citations, affidavits and warrants, Sheriff's office policies and procedures, and labor agreements. Maintains a high level of knowledge and skills in area of assignments by attending seminars and job-related training courses; interprets information to advise staff or subordinates of any applicable changes in procedures to reflect revised legal requirements and enhance job performance of safety concerns; identifies training needs.
- Resolves and supervises the resolution of inquiries, problems, conflicts, complaints, or emergencies affecting availability of quality of services from other staff, inmates, other agencies, and the general public. Responds to the more sensitive or complex inquiries or service complaints, providing assistance or information within scope of knowledge and authority, or refers to appropriate individual. Conducts special investigations as needed. Ensures compliance with the Sheriff's office labor agreement.
- Endures verbal and mental abuse when confronted with the hostile views and opinions of people encountered in an antagonistic environment. Uses communications skills to avoid physical confrontation. Identifies available resources and utilizes as circumstances demand.
- Provides Sheriff's office and County representation and serves as liaison regarding assigned activities on various committees, with other agencies, the media, and before the general public.
- Ensures effective communication by acting as liaison between line personnel and upper management; keeps line personnel and management informed of activities at both levels of the spectrum.
- May participate in search and rescue operations.
- Adheres to County and Sheriff's office policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

### **Essential Job Functions Pertinent to Corrections Sergeant Assignment Only**

- Supervises the ongoing care, security, and control of inmates; promotes a safe, secure, and sanitary corrections facility by placing a primary concern on the health, welfare, safety, and security of inmates, staff, and visitors; assure fair and reasonable intake and treatment of inmates; oversees available prisoner programs.
- Effectively restrains an inmate, forcibly if necessary, using handcuffs and other restraints; subdue resisting inmates using maneuvers, aerosol subject restraint (ASR), electronic immobilization device (Taser) and resort to the use of hands and feet and other approved devices in self-defense. Exercises independent judgment in determining when force may be used and to what degree.

## **Jackson County – Sergeant I - II**

Page 3 of 7

- Lifts, carries, or drags heavy objects; climbs up to and down from elevated surfaces; crawls in confined areas; uses body force to gain entrance to secured areas; pursued fleeing inmates; performs rescue operations to include administering basic emergency medical aid and evacuating inmates from confined areas.
- Loads, unloads, aims, and fires from a variety of body positions handguns, rifles, and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in department standards.
- Possess sufficient dexterity to manipulate keys and keyboards, operate levers and buttons, and manually operate heavy doors.
- Communicates effectively and coherently with officers and inmates using existing communication systems.

### **Essential Job Functions Pertinent to Criminal Sergeant Assignment Only**

- Supervises law enforcement activities within the County to aid in crime prevention, community partnerships, and to ensure that the agency enforces federal, state, and local laws; monitors and responds to a wide variety of calls and complaints including traffic accidents, burglaries, and homicides; directs activities during major incidents and at crime scenes.
- Effects an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers, ASR, electronic immobilization device (Taser) and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
- Prepares investigative and other reports, including sketches and photographs, using appropriate grammar, symbols, and mathematical computations.
- Operates a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow.
- Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications and communication from mobile data computers.
- Pursues fleeing suspects and performs rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying, and dragging heavy objects; climbing over and pulling up oneself over obstacles; climbing through openings; jumping over obstacles, ditches, and streams; crawling in confined areas; balancing on uneven surfaces and using body force to gain entrance through barriers.
- Loads, unloads, aims, and fires from a variety of body positions handguns, rifles, and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in department standards.
- Extinguishes small fires by using a fire extinguisher and other appropriate means.

### **Essential Job Functions Pertinent to Investigations Sergeant Assignment Only**

- Oversees and supervises major and long-term investigations being conducted and/or the collection, analysis, and dissemination of criminal intelligence information, assuring thorough and accurate investigative and follow-up work in compliance with state law and Sheriff's office policy.
- Exposure to hazardous materials at illegal drug laboratories. Wears protective clothing including self-contained breathing apparatus.

## **Jackson County – Sergeant I - II**

Page 4 of 7

### **Essential Job Functions Pertinent to Training Sergeant Assignment Only**

- Supervises and coordinates all department training programs; assesses departmental training needs and assures department compliance with state laws governing officer certification; coordinates department participation with outside agencies and other groups for specialized training and education programs offered in the community.
- Develops and maintains automated training programs and related records.

### **Essential Job Functions Pertinent to Civil Sergeant Assignment Only**

- Plans, organizes, and supervises all administration activities and operations of the Civil Section. Receives, reviews, and serves or supervises the serving of all types of civil process papers, including summons and complaints, notice of suit, order to show cause, writs of execution, order of property, seizure and/or sale, custody orders, etc.
- Negotiates, as necessary, with both attorneys, plaintiffs and defendants to accomplish court orders while keeping the peace and also maintaining the rights and interests of all parties; serves as key liaison with the court and attorneys regarding the service of civil process.
- Supervises the storage and/or sale of property seized by court order; organizes and conducts public Sheriff's auction sales; collects monies, delivers property and returns monies to the court.

### **IV. Knowledge, Skills and Abilities**

- Thorough knowledge or and ability to interpret and apply federal, state, and local laws, regulations, and ordinances as they pertain to law enforcement duties and responsibilities.
- Thorough knowledge of principles and techniques relating to assigned area of law enforcement activities.
- Knowledge of supervisory principles and practices. Working knowledge of the fundamental principles and modern practices of administration, including those related to office management, personnel, and general budgetary and fiscal practices.
- Ability to plan, organize, supervise, train, motivate, and evaluate the work of assigned staff. Ability to develop, organize, and oversee work programs, including monitoring budgets and funding and work schedules, grant administration requirements and progress reports.
- Ability to independently analyze situations and adopt an effective course of action, particularly under psychologically and emotionally stressful conditions.
- Ability to communicate effectively, both orally and in writing.
- Ability to effectively execute instructions.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to perform simple mathematical calculations and draw simple diagrams.
- Skill in the use and care of firearms, motor vehicles, and other law enforcement related equipment.
- Ability to administer first aid.
- Ability to physically handle and control inmates or persons resisting arrest which may involve running, tackling, fist fights, and wrestling.
- Ability to perform effectively in emergency and stressful situations.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Ability to subdue aggressive individuals.

**Jackson County – Sergeant I - II**

Page 5 of 7

- Ability to walk for long periods of time and run for short distances.
- Ability to use body force to gain entrance through barriers or secured areas.
- Ability to crawl in confined areas.
- Ability to lift, drag, or carry heavy objects.
- Ability to jump over obstacles, ditches, and streams.

**V. Minimum Requirements** (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

**Education and Experience**

- Must meet the Department of Public Safety Standards and Training (DPSST) requirements for an intermediate certification. Experience obtained outside the state of Oregon may count towards the minimum years experience.

<b>Intermediate Certification (<a href="http://www.oregon.gov/DPSST/sc/Pages/CertChart.aspx">http://www.oregon.gov/DPSST/sc/Pages/CertChart.aspx</a>)</b>				
<b>Minimum Years Experience</b>	<b>3 Years</b>	<b>4 Years</b>	<b>5 Years</b>	<b>6 Years</b>
<b>EDUCATION</b>	<b>Bachelor Degree</b>	<b>Associates Degree</b>	<b>*45 Credits</b>	<b>None</b>
<i>TRAINING Excludes training hours used to obtain basic certifications</i>	<b>+80 Training Hours:</b>	<b>+120 Training Hours:</b>	<b>+160 Training Hours:</b>	<b>+200 Training Hours:</b>
<b>Communication</b>	16	28	40	52
<b>Advanced Technical Skills</b>	40	60	80	100
<b>Leadership</b>	16	20	24	28
<b>Risk Management</b>	8	12	16	20
<b>Total Training Hours</b>	<b>80</b>	<b>120</b>	<b>160</b>	<b>200</b>

- Must have successfully completed the probationary period for current classification (if a current Jackson County employee).

**Licenses, Certificates and Other**

Valid Oregon State Driver’s License with an acceptable driving record. Current first Aid/CPR Card. Must possess a police and/or corrections basic certification from DPSST. Must possess a supervisory certification issued by DPSST, or complete the DPSST supervisory training, within three years after

## Jackson County – Sergeant I - II

Page 6 of 7

appointment. Must possess a firearms certification and certification from the Law Enforcement Data System/National Crime Information centers.

### **Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Required physical activities include, but are not limited to walking, standing, fingering, grasping, sitting, digital dexterity, talking, hearing (including ability to discriminate, mechanical and human sounds), seeing (including ability to clearly distinguish and identify colors), and repetitive motions. May be required to assist in any emergency situation, and must maintain physical ability to affect a forcible arrest or deal with physical confrontations and combative situations including use of reasonable force up to and including deadly force. Required physical activities during those time are accurately discharge a firearm and Taser (either hand), running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, twisting, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling both objects and people. Must be able to drive a vehicle and operate other required equipment in a safe and lawful manner for the protection/safety of the public, self and of other employees. Requires travel.

### **Working Environments**

Work is performed both in the office and in the field with exposure to varying weather conditions, traffic, and hazardous conditions at work sites. May include exposure to moving mechanical parts, electrical currents, vibration, fumes, odors, dusts, poor ventilation, chemicals, blood and other body fluids, extreme temperatures, inadequate lighting, work space that restricts movements, intense noise, dust and disruptive people. May be exposed to physical confrontations and combative situations and personal danger and bio-hazardous materials.

### **Typical Criminal Justice Supervisory Employee Characteristics**

- |              |                      |                    |
|--------------|----------------------|--------------------|
| • Adaptable  | • Firm               | • Professional     |
| • Assertive  | • Flexible resilient | • Resilient        |
| • Committed  | • Goal oriented      | • Resourceful      |
| • Consistent | • Good judgment      | • Self-confident   |
| • Creative   | • Integrity          | • Self-controlled  |
| • Decisive   | • Leadership         | • Self-disciplined |
| • Dependable | • Loyal              | • Self-motivated   |
| • Empathic   | • Objective          | • Tactful          |
| • Ethical    | • Open-minded        | • Unselfish        |
| • Fair       | • Persuasive         |                    |

### **Equipment Utilized – All Assignments (but not limited to):**

- |                             |                        |                      |
|-----------------------------|------------------------|----------------------|
| • Aerosol restraint spray   | • Digital recording    | kit                  |
| • Calculator                | • devices              | • Fax machine        |
| • Cellular phone            | • Drug test kit        | • Fire extinguisher  |
| • Citations                 | • Duty belt            | • Firearms           |
| • Computer/related software | • with accessories     | • First aid supplies |
| • Criminal code manual      | • DVD player           | • Flares             |
| • Digital imaging           | • Evidence/fingerprint | • Flashlight         |
|                             |                        | • Hand tools         |

## Jackson County – Sergeant I - II

Page 7 of 7

- Hazardous materials protection gear
- Intoxilyzer machine
- Keys
- Labor agreement
- Metal detector
- Oregon revised statutes
- Report forms
- Report writing manual
- Restraint devices
- Surveillance equipment
- Other specialized equipment as required for assignment
- Overhead projector
- Pager
- Pen/pencil
- Photocopier
- Taser
- Telephone
- Television
- Tire chains
- Photography equipment
- Policies and procedures manuals
- Projection screen
- Radio
- Traffic cones
- Uniform
- Vehicle
- Vehicle code manual

### Equipment Utilized – Corrections Sergeant Classification Only:

- AIDS kit
- Audio monitoring equipment
- Cash register
- Cell entry protection device
- Cell search kit
- Clothing carousel
- Document shredder
- Fingerprint equipment
- Food carts
- Hand trucks/hand carts
- Housekeeping supplies
- Inmate locator box
- Intercom system
- Key locker
- Ladder
- Money locker
- Pallet lift

### Equipment Utilized – Criminal/Investigations/Civil/Training Sergeant Classifications:

- Binoculars
- Body armor
- CB radio
- Chemical agents
- Citations
- Covert electronic equipment
- Crime scene tape
- Decibel meter
- Dog handling pole and rope
- Evidence/fingerprint kit
- Generator
- Impact weapons
- Intrusion alarm
- Knife
- Lighting Equipment
- Measuring Devices
- Megaphone
- Night Vision Equipment
- Notebook
- Radar
- Riot Gear
- Rope
- Sound system
- Spanish for the police officer manual
- Spotting scope
- Street maps
- Surveillance equipment
- Survival equipment
- Time clock
- Topographic maps
- Traffic cones
- Turning target system
- Video time lapse equipment

## VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon

matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 8/17