

SHERIFF SERGEANT

DEFINITION

Under general direction, to provide supervision and training for an assigned shift or unit of Deputy Sheriffs and other personnel; to conduct preliminary and follow-up investigations on a variety of crimes and offenses; to investigate offenses involving juveniles; to perform the full scope of professional law enforcement and deputy coroner functions; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the second supervisory level in the professional law enforcement class series. An incumbent typically supervises a group of Deputy Sheriffs and other staff assigned to a shift or work unit in the Department. Positions may also be assigned criminal investigation duties for conducting preliminary and follow-up investigations on variety of crimes and offenses. In addition, they are expected to perform the full scope of professional law enforcement work.

REPORTS TO

Sheriff Lieutenant, Sheriff Captain, Undersheriff, Sheriff.

CLASSIFICATIONS SUPERVISED

Deputy Sheriff, Correctional Sergeant, Correctional Officer, Supervising Dispatcher, Dispatcher, and law enforcement support staff.

EXAMPLES OF DUTIES

Plans, organizes, and supervises the work of an assigned shift or unit of Deputy Sheriffs and law enforcement support staff; provides training and work evaluations for assigned personnel; ensures that staff assignments are conducted in accordance with departmental rules and regulations; ensures proper use of department equipment; assists with calls for the protection of life and property, and the enforcement of local and State laws; may be assigned some supervisory responsibilities for the receiving and assignment of prisoners and/or department records and communication activities; supervises and assists with conducting preliminary investigations of crimes involving adults and juveniles; interviews victims, complainants, and witnesses; cooperates with other law enforcement agencies in the apprehension of criminals and suspects; may establish and maintain record and identification systems; may search, collect and preserve evidence from crime scenes, obtaining samples for laboratory identification; may supervise the classification of fingerprints and the photographing of prisoners, employees and other individuals for identification purposes; may supervise the photographing of crime scenes and materials offered as evidence in criminal proceedings; may supervise the interchange of identification information with the Federal Bureau of Investigation and the State Division of Criminal Identification and Investigation;

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interrogates suspects; locates suspects, makes arrests and searches for and seizes criminal evidence; prepares evidence and reports of investigations and arrests; may serve as an undercover agent for vice and narcotic investigations; may conduct shift briefings and assign patrol staff to coverage areas; reviews, approves/rejects, and routes incident and crime reports; makes recommendations for criminal complaint requests to the District Attorney; may handle citizen complaints and internal affairs investigations; conducts research and assists with drafting departmental policies and procedures; may perform Deputy Coroner assignments, investigating deaths and preparing follow-up reports; may be responsible for special enforcement programs such as the Boating Program; performs the full scope of professional law enforcement work as needed; keeps firearms and other equipment in good working condition.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods in one position; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, detention facility, courtroom and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and bailiff functions.
- Criminal investigation methods and techniques.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- The general geography and topography of Amador County.
- Use and care of Department authorized firearms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.
- Principles of supervision, training, and work evaluation.

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Ability to:

- Plan, organize, supervise, train, and evaluate the work of an assigned group or unit of employees.
- Perform a wide variety of professional law enforcement work.
- Perform specialized law enforcement assignments.
- Understand and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment of prisoners and juveniles.
- Understand and interpret the Code of Civil Procedures and Civil Processes.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.
- Make independent judgements and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate proficiency in the use and care for firearms.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Five (5) years of experience in professional law enforcement work comparable to that of a Deputy Sheriff in Amador County. An incumbent must have no felony convictions.

Completion of advanced educational training in criminology, criminal justice, and law enforcement is desirable.

Special Requirements: Possession of a Basic and Intermediate Post Certificates issued by the California Peace Officer Standards and Training Commission (P.O.S.T).

Possession of First Aid and CPR certificates.

Possession of a current and valid California Driver's license issued by the California Department of Motor Vehicles.