



# JOB DESCRIPTION

<b>Title</b>	<b>Sergeant - Enforcement</b>	<b>Created</b>	Nov. 2013
<b>Department</b>	Sheriff's Office Enforcement Division	<b>Revised</b>	
<b>Job Class</b>	M 6	<b>Safety Sensitive</b>	Yes
<b>Labor Union</b>	Unrepresented	<b>FLSA</b>	Non-exempt

## **Purpose**

Provide leadership and guidance in meeting the mission, vision, and goals of the Sheriff's Office. Supervise Sheriff's Deputies, Resident Deputies and Reserves in all phases of patrol and law enforcement activities. Investigate complaints and administer appropriate counseling and discipline. Develop and manage programs and activities in furtherance of the Sheriff's Office mission. Provide patrol law enforcement services to citizens of Clatsop County.

## **Essential Functions**

- Supervise subordinate employees including assigning and reviewing work, evaluating performance, training, resolving employee grievances, taking/recommending necessary disciplinary action, and effectively recommending in hiring and termination decisions.
- Direct the day-to-day operations of the Enforcement Division by analyzing trends and assigning duties to affect positive outcomes for the community.
- Respond to and investigate felony and misdemeanor complaints. Respond to felony calls in progress; transport prisoners; serve civil processes; make traffic stops and arrests.
- Serve as active member of various law enforcement task forces.
- Confer with citizens concerning complaints, problems, requests, and suggestions.
- Conduct employee investigations and effectively administer counseling and discipline.
- Participate in public relations programs of the Sheriff's Office. Establish and maintain communications with community organizations, businesses, schools, and other groups.
- Provide testimony at grand jury and circuit courts as scheduled.
- Attend meetings, seminars, and workshops as requested or assigned.
- Provide field supervision as directed for activities of ancillary units such as Search and Rescue, Posse, and Explorers.
- Supervise Resident Deputies in the field and ensure that substations are maintained to departmental standards.
- Follow all safety rules and procedures established for work areas.



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## Auxiliary Functions:

In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross training may occur in an occasional "table-top" test exercise. The employee will return to their regular assignment upon the vacation of the declaration of emergency. Perform directly related duties as assigned, such as responsibility for evidence room, vehicles, training, scheduling, etc. Maintain work areas in a clean and orderly manner.

## **Mandatory Qualifications**

- Meet all requirements and essential functions of a Deputy Sheriff, Enforcement Division.
- Thorough knowledge of principles and methods employed in modern law enforcement and investigation work; applicable federal, state and local laws and ordinances; law enforcement equipment, including firearms, vehicles, radios, crime investigation kits and breathalyzer.
- Principles of supervision and human relations as applied to law enforcement programs.
- Ability to make professional decisions and to work effectively and efficiently without direct supervision or guidance.
- Ability to meet deadlines and schedule time efficiently; ability to work as a team member and share knowledge and skills.
- Minimum of three years' experience with the Sheriff's Office Enforcement Division.
- Possession of Intermediate Police Certificate.
- Obtain Advanced and Supervisory DPSST Certification within 18 months of appointment.
- Demonstrated self-initiated activity in meeting program requirements, goals and practices as requested by Sheriff's Office management.

## **Desired Qualifications**

Previous supervisory training and experience. Previous college-level training in law enforcement field. Advanced DPSST certificate.

## **Physical Demands**

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools and controls. The position requires mobility in diverse terrain and the ability to operate a motorized vehicle. Duties involve moving materials weighing up to 5 pounds on a regular basis, and up to 50 pounds on an infrequent basis. The incumbent may be required to move and physically control adults on a frequent basis. Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as



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computer keyboard, motorized vehicle, etc. Employee may be required to deal with violent and combative individuals requiring considerable physical exertion.

### ***Behavioral Expectations***

Provides backup and support to co-workers; establishes and maintains professional and effective working relationships with customers, co-workers and other agencies; maintains punctual and regular attendance; complies with office and county policies, procedures and regulations; participates fully as a member of a team; participates fully to support a service area or areas; participates in employee training and orientation; provides training to co-workers as requested; performs other job duties as assigned by supervisor; wears personal protective equipment when performing job tasks that increase risk of exposure to blood or body fluids..

### ***Working Conditions***

Work locations include all types of indoor and outdoor environments. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill, or who have communicable diseases. Employee is subject to 24-hour emergency callback and must be available at all times of the day, including weekends and holidays.

### ***Supervisory Responsibility***

Responsible for supervising a minimum of six and up to 15 FTE. May supervise volunteer programs such as Search and Rescue, Reserves or Explorers with up to 30 members.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.