

## WASHINGTON COUNTY

### Job Description

JOB TITLE: Sergeant/ Training Officer

Exempt (Y/N): No

DEPARTMENT: Sheriff's Department

DATE REVIEWED: October 2012

SUPERVISOR: Lieutenant

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The Sergeant is a management position within the Sheriff's Office with first line supervisory responsibilities. The Sergeant reports directly to the Lieutenant (Department Commander) and is under the general supervision of the Captain (Division Commander). The Sergeant is distinguished from the Corporal or Deputies classification in that the Sergeant, in addition to performing the full range of duties of the Corporal or Deputy, is responsible for supervision of personnel and the administrative duties for an assigned unit, section or team including the coordination of equipment, staffing and management of the section budget. The Sergeant/Training Officer will also be responsible for motivating and counseling trainees in their course of studies. Conduct or stimulate studies and research designed to improve the abilities of all trainees. This officer will establish all State mandated training and insure that the Sheriff Office stays in compliance with the Commission on Law Enforcement Standards and Training. The incumbent will also be responsible for filling out all forms that must be sent to the Commission on Law Enforcement Standards and Training and keep records on all training completed by Sheriff Office personnel. It is further distinguished from the classification of commander who may act in the capacity of the Captain or Chief Deputy in the absence of the incumbent with full administrative responsibility and accountability for the overall operations and activities with the division. The incumbent is responsible for exercising and supervising others with an in-depth knowledge of law enforcement administration in protecting and serving the county supervise employee both sworn, civilian and inmates in the county detention facility, prepare special reports and give community presentations. The incumbent may be asked to serve as the acting commander in the absence of the department commander. This position must meet all commission on law enforcement standards and training requirements including but not limited to jail standards and training requirements including but not limited to jail standards and must be a certified law enforcement officer meeting all training and experience requirements for the position of Sergeant.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Patrol all areas of the County, investigate/report motor vehicle accidents, and assist other agencies investigating accidents and other violations of the traffic laws.
2. Answer all complaints handled through the Sheriff's Department to include civil matters, such as family disturbances, civil stand-by's property disputes, locate missing persons, assist motorists, and answer any other matter requiring police assistance. Understand the whole process for serving civil papers.
3. Answer complaints that are criminal in nature such as traffic violations, speeding, reckless driving, DWI, homicides, burglary, robbery, rape, theft, suicide, forgery, and any other criminal act as the situation requires, and perform arrests and other associated procedures.

4. Fill out reports and file, interview suspects and witness when necessary and appear in court. Be able to take case from start to finish. Serve civil papers and warrants.
5. Maintain paperwork and/or routine maintenance required of the patrol unit and related equipment used in the vehicle.
6. Speak to local groups on law enforcement; participate in manhunts, witness protection, fingerprint children at schools and other duties as directed by the Captain.
7. Book and release inmates, check inmate classification for cell assignment, check inmate population to comply with court, schedule inmate activities, assign inmate to jail program, answer inmate grievances and investigate incidents.
8. Assist in making arrangements for prisoner transportation and serve as liaison between the jail and the Circuit Judge, the Prosecuting Attorneys Office, defense attorneys, family members of jail inmates, and other public or agency contract as required. Maintain a current knowledge of proper prisoner transportation handling procedures.
9. Maintain jail equipment and premises, and make arrangements for necessary repairs.
10. Prepare special reports, conduct jail inspections, and testify in court on jail matters.
11. Assist in budget preparation, jail planning, writing jail policies and procedures and bill the Arkansas Department of Corrections for inmates committed to that institution.
12. Ensure that all contacts with the Sheriff's Department are treated courteously and fairly in accordance with federal and state laws and that accurate information is provided to any office contact.
13. Ensure that the rights and safety of inmates is not violated and that they receive the basic requirements as required by law.
14. Receive advanced training in the areas of law enforcement, drug identification, court's system, warrants, and jail operations.
15. Receive advanced training the use of self-defense and physical constraint procedures.
16. Keep current on County policies and procedures, and federal and state laws to ensure that the County is in compliance at all times.
17. Knowledgeable in all civil papers and affidavits to include reading,

explanation, service and follow up.

18. Write up an effective probable cause before detainment of individual and for search warrants.
19. Supervise all detectives and deputies assigned as well as any civilian personnel.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Graduation from High School or GED with four years or more of college courses or equivalent experience; at the Corporal level in the area applied for completion of jail standards certification training course (32 hours) and state certification through the Arkansas Law Enforcement Academy (480 hours); and annual firearms including pistol and shotgun qualifications. In-depth knowledge of law enforcement, jail operations, civil papers, prisoner transporting, court system, basic first aid, CPR, protection from blood-related and/or other viruses, County policies and procedures and federal state laws. Self defense and physical constraint procedures are also required. Completion of the instructor-s certification course (40 hours) as well as the Field Training Officer Certification Course (32 hours) are mandatory.

**OTHER SKILLS and ABILITIES:**

The individual in this position must be familiar with and operate the AFIS (Automated Fingerprint Identification System) and must be licensed to operate the ACIC (Arkansas Crime Information Center) and the NCIC (National Crime Information Center).

Must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation, polygraph examination and credit history report and in addition, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring.

The incumbent must be able to perform all of the following as well as supervise others in the following: physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a breath analyzer, calculator, PC computer, AFIS computer, radio and typewriter. Must possess a valid Arkansas Driver's License.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear and use hands to finger, handle, or feel objects/controls. The employee must occasionally stand, walk, run, sit, climb or balance, stoop, kneel, crouch, crawl, reach with hands and arms, and smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, and vibration.

The noise level in the work environment is usually moderate to loud.