

WASHINGTON COUNTY
Job Description

JOB TITLE: Sergeant

Exempt (Y/N): No

DEPARTMENT: Sheriff's Office

DATE REVISED: September 2012

SUPERVISOR: Lieutenant

SUMMARY:

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 daily operations. 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 supervising others and must possess a working knowledge of law enforcement administration in protecting and serving the county and supervise employees, both sworn and civilian, and detainees 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 office commander. This position must meet all commission on law enforcement 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. The incumbent must demonstrate the ability to complete the Criminal Justice Institutes School of Law Enforcement Supervision, or equivalent training. The incumbent must also be able to complete Field Training Officer School. The incumbent must be able to obtain the General law-enforcement certification and complete interview and interrogation training.

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 Office to include civil matters, such as family disturbances, civil stand-bys, property disputes, locate missing persons, assist motorists, and answer any other matter requiring police assistance. Understand the whole process for serving civil papers. Be knowledgeable in Orders of Protection and execution of those orders, ensuring that the victim's rights are not violated. Ensure that extra patrols are being conducted for community protection.
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 and file reports, interview suspects and witnesses when necessary and appear in court. Be able to take case from start to finish. Serve civil papers and warrants and complete special assignments, as directed by the Lieutenant.
5. Maintain documentation and conduct or arrange for routine maintenance required of the patrol unit and related equipment used in the vehicle.
6. Speak to local groups on law enforcement, provide child information cards at community events, and other public relations duties as directed.
7. Book and release detainees, check detainee classification for cell assignment, check detainee population to comply with court, schedule detainee activities, assign detainee to jail program, answer detainee grievances and investigate incidents. Respond and investigate detainee sexual assaults, suicide attempts and any other major crimes within the detention facility. Secure and maintain crime scenes. Ensure that all detainees are cared for, per state standards. Ensure the rights and safety of detainees are not violated and they receive the basic requirements as required by law.
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 detainees, and other public or agency contract as required. Maintain a current knowledge of proper prisoner transportation handling procedures.
9. Monitor maintenance of jail equipment and premises, and make arrangements for necessary repairs.
10. Prepare special reports, conduct facility inspections, ensure proper evidence collection for testimony in Federal, Circuit, District and City courts on jail, civil, or criminal matters.
11. Assist in budget preparation, jail planning, and bill the Arkansas Department of Corrections and U.S. Marshal's office for detainees committed to the respective institutions. Ensure criminal history petitions are filed in a timely manner, etc. within Washington County.
12. Ensure all contacts with the Sheriff's Office are treated courteously and fairly in accordance with federal and state laws. Provide accurate information in accordance with the Freedom of Information Act. Answer media inquiries, provide press releases and make public statements to the media.
13. Ensure the rights and safety of detainees are not violated and they receive the basic requirements as required by law.
14. Receive advanced training in the areas of law enforcement, drug identification, courts system, warrants, and jail operations.
15. Receive advanced training in the use of self-defense and physical constraints procedures. Trained in Taser, baton, pepper spray, and any other less than lethal control tactics.

16. Keep current on County policies and procedures, and federal and state laws to ensure the County is in compliance at all times.
17. Ability to evaluate and write an effective probable cause before detainment of individual and for search warrants. Have a detailed knowledge of the Rules of Criminal Procedure and the requirements for search warrants and seizures.
18. Directly supervise all Corporals and deputies under their command as well as any assigned civilian personnel.
19. Ability to write and conduct effective and meaningful performance appraisals of assigned employees. Must be able to articulate the smallest of details and keep exceptional notes on officer performance.
20. Supervise and coordinate the security for all Washington County courthouses and Washington and Madison County court rooms.
21. Ensure accurate time clock records are maintained, including compliance with military leave, FMLA, Workers' Compensation, etc., as directed by County policy, and submitted by the deadline.
22. Supervise and coordinate Alcohol Beverage Control compliance checks.
23. Assist in the planning and direct work assignments for Part-Time, Auxiliary, Work Release, Community Service, Transport, Detention, Civil Process deputies and civilian personnel. Coordinate special community events, such as: K-9 demonstrations, funeral escorts, park patrol, lake patrol, etc., while ensuring the community is protected with ample police presence.
24. Manage property and evidence collection ensuring that the proper procedures are followed for the storage and release of property.
25. Have a clear knowledge of animal control response and procedures and in-depth knowledge of the Washington County Animal Shelter intake procedures. Responsible for providing inmate labor to sanitize all areas of the animal shelter on a daily basis, and maintain the landscape.

SUPERVISORY RESPONSIBILITIES:

Directly supervises Corporals in their respective divisions. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, making recommendations for hiring and training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

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; obtained the rank of Corporal; completion of jail standards certification training course and state certification through the Arkansas Law Enforcement Training Academy; and annual firearms 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, federal and state laws. Self defense and physical restraint procedures are also required. Completion of the instructor's certification course, as well as the Field Training Officer Certification Course.

OTHER SKILLS and ABILITIES:

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

Must not have a felony conviction of any kind or domestic abuse conviction 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, vehicle, 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 and fingers to 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, vibration and death.

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

Work involves an element of personal danger and high levels of physical, emotional and mental stress to deal with people in various situations.