

SHERIFF SERGEANT

DEFINITION

Under general direction, to provide supervise and training for an assigned shift or unit of Deputy Sheriffs and other personnel; to perform law enforcement and crime prevention work by patrolling assigned areas and answer calls and complaints; to investigate incidents and perform identification work; 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 first 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, substation, or special work unit in the Department. In addition, they are expected to perform the full scope of professional law enforcement work. They may be "on-call" to respond to special law enforcement emergencies.

REPORTS TO

Assistant Sheriff.

CLASSIFICATIONS SUPERVISED

Deputy Sheriff I and II.

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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;
- 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 take photographs at crime scenes; 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;
- Testifies in court and presents evidence;
- May handle citizen complaints and preliminary stages of internal affairs investigations;
- Conducts research and assists with drafting departmental policies and procedures;
- May coordinate and oversee Deputy Coroner functions;
- May investigate deaths and prepare follow-up reports;
- May be responsible for special enforcement programs such as Special Weapons and Tactics, Child Abuse Investigations, and Search and Rescue;
- Performs the full scope of professional law enforcement work as needed;
- Keeps firearms and other equipment in good working condition;
- As needed, act as the OES Duty Officer.
- Perform related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; 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.

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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, bailiff, and basic crime scene investigation.
- 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 Plumas 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.

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 technical and tactical proficiency in the use and care for firearms.
- Operate a motor vehicle under unusual and critical conditions.
- 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.

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Training and Experience:

Required qualifications needed for this position:

Experience: Five (5) years of experience in professional law enforcement work comparable to that of a Deputy Sheriff in Plumas 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.