

## **Storey County Law Enforcement Classification**

### **Class Title: Sergeant**

**DEFINITION:** Under direction from a Lieutenant or higher authority; Supervise, assign, review and participate in the work of Deputies and technical staff responsible for providing detention, patrol, investigations, jail control room operation and civil service duties within the Sheriff's Department.

**DISTINGUISHING CHARACTERISTICS:** This is the first line supervisor responsible for assigned shifts and staff of major functional and geographical areas. Sergeants regularly perform patrol, detention and investigation duties of a Deputy Sheriff. Sheriff's Sergeant is distinguished from a Lieutenant in that the latter is a management position and acts in the absence of the Undersheriff and or Sheriff.

**EXAMPLES OF DUTIES:** The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Develops staff schedules; organizes work to be done by staff; assigns staff to specific cases and to special projects; coordinates activities of staff to ensure effective coverage and prompt response; trains staff in law enforcement methods, application of policies, procedures and use of law enforcement tools; evaluates staff performance.
2. Reviews reports prepared by other staff to ensure they are complete and are consistent with policies and procedures.
3. Listens and responds to employee problems, concerns and complaints; issues warnings and reprimands for inadequate performance and improper behavior.
4. Patrol functions: patrols an assigned area to detect and prevent illegal activities; responds to occurrences by observing and apprehending, detaining and questioning, arresting, and transporting criminal suspects; handles sensitive, emotionally charged, and/or potentially explosive confrontations to preserve or restore peace.
5. Investigation of crimes: identifies suspects and their whereabouts; conducts interviews of victims and witnesses and interrogations of suspects; searches for, seizes and preserves evidence and protects the crime scene; documents steps of investigation; testifies in court; uses specialized investigative techniques, including undercover operations, to develop a prosecutable case.
6. Prepares information for presentation in court and makes presentations in court; studies the details of a case; assembles and organizes needed documentation; orally presents information requested in meetings and court appearances.
7. Intake activities: searches incoming detainees for removal of valuables and contraband; inventories property for secure keeping; fingerprints and photographs detainees.

8. Transportation activities: transports detainees; keeps records of dates of appearances and communicates with judges and court staff; maintains security during court appearances.
9. Maintains operational proficiencies; stays abreast of the latest information relevant to assignments and areas of responsibility.
10. Provides instruction and training: formally and informally orients new personnel to their work environment; formally present a body of knowledge to students in classroom settings.
11. Performs deputy coroner functions.

## **QUALIFICATIONS FOR EMPLOYMENT**

### **Knowledge and Ability:**

Knowledge of principles and practices of supervision; policies, procedures, laws and regulations governing law enforcement activities and detention facility operations; current civil and criminal laws; principles of civil rights and scope of law enforcement officer authority; procedures for processing and preserving crime scenes and evidence; interview and interrogation techniques; first aid procedures; local geography and referral agencies.

Ability to train staff in methods, procedures, regulations, and policies of law enforcement; effectively supervise operations consistent with department policies and goals; supervise and evaluate the work of staff; work effectively under the pressure of dangerous situations, deadlines and emergencies; control situations involving emotionally distraught persons; maintain confidentiality; establish and maintain effective working relationships; analyze and evaluate activities and methods; select alternatives, project the consequences of proposed actions, enforce laws, protect the public and supervise detainees consistent with regulations and department policies and procedures; understand, interpret and apply County, State, and Federal laws and regulations; communicate effectively in writing on matters related to department operations.

**Special Requirements:** A current driver's license for equipment operated; be at least 21 years old on date of appointment; be a U.S. citizen; and possess ability to pass a background Investigation

**Experience and Training:** Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Five years of experience as a full time category 1 sworn peace officer, of which a minimum of 2 years service with the Storey County Sheriff's Office. Intermediate or higher POST certificate and experience in patrol, detention, and investigative duties are highly desirable.

**PHYSICAL DEMANDS:**

Strength, stamina, coordination, and balance to stand and walk for long periods, bend and reach to conduct inspections, climb ladders, run in pursuit of detainees, physically restrain uncooperative and violent individuals, drive vehicles In high speed pursuit, carry equipment and supplies; remain alert in a confined space on all shifts; vision to see detail in low light; hearing to identify tone signals and perceive conversation and detainee activities; coordination, vision and strength for use of firearms; coordination, vision and dexterity for use of computer terminals, strength to move the weight of an average adult human body.

**WORKING CONDITIONS:**

Shift work with periodic change in shifts; work in confined spaces; stress of working with detainees, persons under the influence of alcohol and drugs, emotional individuals, and resistive and combative persons; stress of exposure to personally dangerous individuals and circumstances including dead, injured and sick individuals; exposure to individuals with communicable diseases.

**FLSA: Non-Exempt**