

Date prepared – 10/11/2021

## Scott County Government

### Position Description Form

**Position:** Job Title: Sergeant

Department Name: Sheriff's Department

Supervisor Title: Lieutenant

### Position Summary

Under general direction, is responsible for supervising subordinate personnel and assisting with the enforcement of federal, state and local laws and ordinances during assigned shift; performs related duties as required.

## Duties and Responsibilities

List the duties and responsibilities of the position, beginning each duty with an action verb.

### Essential 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 sheriff office 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 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.
- Perform related duties as assigned.
- The job is considered ***Essential Personnel*** and will be required to work a variety of schedules in a 24 hour, 7 day a week, which includes, nights, weekends, holidays, and during and following natural disasters and emergency situations.

**Secondary Duties:**

- Performs other duties as assigned or required.

## Position Dimensions

**Education and Experience:** All education and experience recommendations can be altered or waived at the discretion of the Sheriff.

- 3 years of experience with this Agency OR
- 5 years of overall law enforcement experience
- No disciplinary action within the past 12 months
- Within 1 year of assuming the rank of Sergeant, they shall attend the Academy of Police Supervision

**Supervisory Responsibility:** Sergeants shall supervise all detective and deputies.

**Technology:** All deputies shall be proficient in all operating systems utilized within the Sheriff's Office and by deputies to include, MDT Operation, LERMS, KYOPS, NIBRS. This rank shall maintain all certifications regarding NCIC and Court Systems.

### **Special Knowledge, Skills, and Abilities:**

Thorough knowledge of principles, practices and techniques of modern law enforcement. Thorough knowledge of federal, state and local laws, administrative regulations and ordinances regarding law enforcement. Thorough knowledge of the geography of the county. Skill in the use of firearms and all accepted police equipment. Ability to prepare and ensure the preparation of clear and comprehensive written reports. Ability to supervise the work of subordinates while assisting in performing the duties of Deputy Sheriff. Ability to establish and maintain effective working relationships with agency personnel, other emergency service agencies, and the general public. Sound judgement.

## Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

*Mark the work conditions that are present on the job.*

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

## Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials event though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
- ✓ **H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.