

CLASS SPECIFICATION



CLASS: Sheriff's Sergeant - Operations
ALLOCATION: Sheriff's Department
FLSA STATUS: Non-exempt
UNION AFFILIATION: MSA

ESTABLISHED: Prior to 1996
REVISED: January 2016

JOB SUMMARY:

The Sheriff's Sergeant (Operations) is responsible for staff and activities in an assigned patrol area such as patrol, investigations and/or multi-agency task force operations. Responsibilities also include performing the full range of duties of the assigned staff, as well as performing certain administrative tasks such as problem analysis and report preparation. Plans, assigns, schedules, deploys, supervises and reviews the work of deputies patrolling in an assigned area as required; performs related work as assigned.

This is the first *supervisory* level in the sworn peace officer series.

CLASS CHARACTERISTICS:

This position reports directly to the Sheriff's Lieutenant. This class is distinguished from Sheriff's Lieutenant in that the latter is the first level management class overseeing the day-to-day operations of an assigned divisional section.

EXAMPLES OF DUTIES:

Essential

- Plan, organize, schedule, assign, supervise, review and evaluate the work of sworn patrol officers.
- Train and coach staff in work procedures; review and approve reports submitted by staff and assists employees in their professional development.
- Visit the scenes of crimes, incidents, emergencies or accidents to direct and assist patrol deputies.
- Perform the full range of patrol officer duties, including patrolling assigned areas to ensure the security of life and property, responding to emergency situations, enforcing state and local laws, issuing verbal warnings and citations and apprehending suspects.
- Perform criminal investigations; maintain crime scene security, collect and maintain the chain of evidence; interview witnesses and suspects.
- Prepares appropriate reports and documentation; work with legal counsel in the preparation of court cases and testify in court as required.
- Personally handle difficult and complex investigations, including those with federal and state law violations.
- Maintain order at public gatherings and in conflict situations; assist in traffic and crowd control in fire and other emergency situations.
- Assist in preparing complaints and warrants; serves warrants, subpoenas and civil documents.
- Handle correspondence, inquiries and initial complaints regarding assigned cases.
- May act as deputy coroner, investigating all deaths coming under the Coroner's purview.
- Maintain accurate records and files.
- May book and transport prisoners.
- Coordinate with and serves as back-up for other law enforcement agencies.
- May conduct Professional Standards Unit Investigations.
- Provide input into selection, evaluation, disciplinary and other personnel matters; may counsel employees as required.
- Provide input into budgetary and other administrative matters.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use radio communication equipment, various computers and standard office equipment in the course of the work; use a variety of law enforcement specific equipment.
- Drive a motor vehicle to patrol areas, answer emergency calls and transport prisoners and inmates.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and basic discipline.
- Principles and practices related to sworn law enforcement activities, including patrol, crime prevention and investigation, evidence collection and preservation and case preparation.
- Laws, codes and regulations related to the work.
- Principles and practices of emergency operations.
- Practices and techniques of public safety dispatching.
- Computer operations related to the work.
- Safety principles, practices and equipment related to the work.
- Record keeping and report preparation practices.
- Basic budgetary principles and practices.
- Standard office practices and procedures.
- Techniques for understanding and effectively communicating with individuals of various cultures and socio-economic status, occasionally in hostile or confrontational situations.

Skill in:

- First-aid practices and procedures.
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Compiling and reviewing budget figures.
- Acting independently and using sound judgment in potentially life-threatening situations.
- Interpreting, applying and explaining complex laws, regulations and procedures.
- Observing and accurately recalling places, names, descriptive characteristics and facts of incidents.
- Investigating incidents and cases in an effective manner.
- Preparing accurate and effective reports, correspondence and other written materials.
- Maintaining accurate records, logs and files.
- Using initiative and independent judgment within established procedural guidelines.
- Typing with sufficient speed and accuracy to complete forms, prepare reports and enter data into a computer system.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, occasionally where relations may be confrontational or strained.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Exercise good judgment and make sound decisions in a variety of conditions, including emergency or crisis situations.
- Maintain composure in pressure situations and work under the pressure of changing priorities.
- Obtain cooperation of subordinates.
- Process a high volume of work amid interruptions.
- Apply Federal, State and department rules, policies and regulations to maintain safety.
- Read, understand, interpret, follow, apply and communicate County, department, and division policies, procedures, rules and regulations; enforce departmental rules, policies and procedures.
- Speak and write clearly and effectively.
- Establishing and maintaining effective working relations with staff, other County employees, representatives from other city, county, state and Federal justice agencies, the news media, general public and others contacted in the course of the work.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group I) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard

office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

- Mobility to work in a typical public safety setting and to drive a motor vehicle.
- Stamina to stand and/or walk for an extended period of time, and strength to restrain, arrest and/or eject individuals.
- On an intermittent basis, work with physical skill and/or strength sufficient to handle emergency situations; defend oneself, and pursue, disarm, subdue and/or restrain individuals which may include chasing fleeing subjects, running, climbing, jumping, crouching or crawling.
- Physical and psychological characteristics to meet and maintain appropriate State standards.
- Ability to drive a motor vehicle in order to patrol County settings.
- Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds and with or without assistance 100 pounds or more.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- A typical public safety setting.
- Must be willing to work off-hours, weekend and holiday shifts.
- Must be willing to be called-out in emergency situations.
- Involves the potential for high stress levels and exposure to loud noises and hostile situations.
- Must work with a highly manipulative and psychologically challenging client population; must be able to maintain professional composure and effectiveness.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- Possess a P.O.S.T. Basic Certificate; an Intermediate P.O.S.T. certificate is desirable.
- Ability to successfully complete an 80 hour Law Enforcement Supervisory Course.
- Possess and maintain firearm certification.
- Possess and maintain first aid certification.
- Possess a valid California Class C driver's license.
- Must meet the State of California requirements for peace officer status (830.1 CA Penal Code), including: passing a detailed background investigation with a fingerprint check, having no felony convictions, passing a medical and psychological exam, being at least eighteen (18) years of age, being a US citizen or a permanent resident alien who is eligible for and has applied for citizenship.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Must successfully complete a psychological evaluation.
- Must be willing to work a flexible schedule including off-hours, weekend, nights and holiday shifts.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Completion of one (1) year of college (30 semester units) with course work in law enforcement, criminal justice or a field related to the work and three years of experience in sworn law enforcement, in a patrol and/or investigative assignment.

PREFERRED: In addition to the minimum, Associate's Degree from an accredited college with major coursework in law enforcement, criminology or a field related to the work, possess an Intermediate P.O.S.T. Certificate and four years of progressively responsible experience in sworn law enforcement.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval:
Date:

EEOC: E
WC: 7720

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____