

Garfield County
Job Description

Title:	Sergeant		
Department/ Office:	Sheriff	Reports to:	Commander
Division:	Patrol, Emergency Operations, Detention, Professional Standards	Pay Grade:	8
FLSA Status:	Non-Exempt	Driving Classification:	Essential
Supervision Exercised:	Direct or indirect supervision of Division staff.	Licenses/ Certifications:	Patrol, Emergency Operations and Professional Standards only: Colorado P.O.S.T. (Peace Officer Standards and Training). Valid driver's license. Depending on assignment, other certifications may be required.
Minimum Education:	High school diploma or equivalent.		
Minimum Experience:	4 years of Law Enforcement experience, and 1 year of experience as a Corporal.		

General Purpose:

Manage the day-to-day operations of the shift and personnel.

Essential Functions:

(These duties are a representative sample; position assignments and detailed work instructions may vary.)

1. Supervises Division staff: schedules, assigns and directs work; conducts interviews; hires and orients new employees; oversees or conducts training; coaches; evaluates and appraises; addresses complaints and resolves problems; takes disciplinary action; and ensures quality of work.
2. Oversees day-to-day operations: organizes and plans the work functions of the shift(s).
3. Performs all essential functions of the Corporal, if applicable.
4. Receives, investigates and responds to complaints from inmates and civilians, including internal affairs investigations.
5. Submits written reports of investigations or special assignments; prepares monthly reports for Departmental records; maintains records.
6. Reviews policies and procedures; implements and monitors compliance; may assist in establishing and revising policies and procedures.
7. Provides scheduling and prepares time cards.
8. Assesses, plans, develops and coordinates training programs for assigned personnel.
9. May direct investigations.
10. May oversee the operation of a facility.
11. Drives vehicle to perform one or more essential functions.
12. Performs other duties of a similar or related level and assists with special projects as necessary or assigned.

Job Qualifications:

Must be at least 21 years of age. Must pass: pre-employment drug & alcohol testing and post-employment random drug and alcohol testing; background check; physical agility test, written test, oral boards, polygraph, psychological evaluation, medical exam.

Knowledge of:

1. Relevant Federal, state and local laws, rules, regulations, codes and/or statutes.

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2. Sheriff's Office Policy and Procedures.
3. Principles and practice of supervision, team building, training and performance evaluations.
4. Record keeping, report preparation and records management techniques.
5. Operations requirements of actual and anticipated emergency situations.
6. Methods and techniques of dealing with individuals in custody; criminal attitudes and behavior patterns.
7. Self defense tactics and use of law enforcement equipment.
8. First aid methods and techniques.
9. Modern office processes and procedures.
10. Basic math.
11. Relevant computer hardware and software applications.

If assigned to Patrol, knowledge of:

1. Court procedures used in criminal, civil and domestic court.
2. Crime scene investigations.
3. Geographical layout of the County.
4. Firearms safety and use.

If assigned to Emergency Operations, knowledge of:

1. Wild land fires policies, processes, procedures and practices.

If assigned to Detention, knowledge of:

1. Supervision of a detention facility, including the proper care and treatment of inmates.
2. Processes and procedures for booking inmates.
3. Inmate classification and living area assignments.
4. Fire regulations, self-breathing apparatus and fire extinguishers.

Ability to:

1. Supervise and develop employees: plan, direct, coach, counsel, mentor, delegate, discipline, train, and evaluate.
2. Speak, read and write the English language.
3. Communicate effectively verbally and in writing.
4. Apply knowledge in collecting, organizing and analyzing diverse information in order to decide upon an appropriate and reasonable course of action.
5. Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.
6. Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment.
7. Establish and maintain effective working relationships with others.
8. Work outside normal business hours.
9. Understand, practice and enforce safety procedures and precautions.
10. Qualify in firearms use as required.
11. Attend and pass all required training.
12. Maintain a high level of professionalism and confidentiality.

If assigned to Detention, ability to:

1. Maintain discipline and orderly conduct among inmates and detention employees.

Internal & External Contacts:

Internal Contacts:

Frequently interacts with other Sheriff's Office employees.

External Contacts:

Patrol:

Frequently interacts with the general public; occasionally interacts with court personnel, law enforcement agencies and other organizations.

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Emergency Operations:

Frequently interacts with Federal, state and county agencies and local Fire Districts.

Detention:

Frequently interacts with arrestees, inmates and the general public; occasionally interacts with court personnel and law enforcement agencies.

Physical Activities and Work Environment:

The physical demands and work environment 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 otherwise qualified individuals with disabilities to perform essential functions.

Required Physical Activities:

While performing the essential functions of this job the employee is frequently required to talk, hear, sit, stand, walk, bend, stoop, kneel; and is occasionally required to run, climb, balance, crouch and crawl; is frequently required to lift and carry up to 25 pounds; is occasionally required to lift and/or move up to 50 pounds and to exert up to 100 pounds of force. The employee is required to perform strenuous tasks requiring muscular strength and coordination. The employee is occasionally required to maintain body balance while ascending or descending ladders or open stairs, and to maintain body equilibrium while bending at the waist or at the knees. The employee is frequently required to stand or sit for an extended period of time without a significant rest period. The employee is routinely required to reach with hands and arms; work with the hand or hands in handling, seizing, holding, or grasping motions and with the fingers in fingering, picking and pinching actions to operate objects, tools or controls. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee is occasionally required to lift, pull, bend or physically restrain a combative or injured citizen, arrestee, or inmate to maintain order.

Work Environment:

Performing the essential duties of this job involves a significant chance of incurring a disabling or life threatening injury.

While performing the essential functions of this job, the employee may be exposed to interactions with physically violent and/or mentally or emotionally disturbed persons. The employee may come into physical contact with a member of the public, an inmate or an arrestee by touching, controlling, sitting by, riding with and body searching the individual. Hand-to-hand exchanges of documents, money, personal property, clothing and other items may be required.

The employee may be required to provide immediate response to criminal or medical emergencies where blood, body fluids or other medical hazards may be present.

The noise level in the work environment is typically moderately loud; at times the noise level may be loud, with frequent interruptions and multiple demands.

The employee is routinely required to work outside normal business hours.

In times of emergency, the employee may be exposed for prolonged periods of time to outdoor weather conditions that may vary from extreme heat to extreme cold; and to debris, fumes, odors, airborne particles and dust; may be exposed to the possibility of bodily injury from electrical shock or mechanical hazard; and may be exposed to toxic or caustic chemicals.

If assigned to Patrol:

The employee is frequently exposed to outdoor weather conditions that may vary from extreme heat to extreme cold.

If assigned to Detention:

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The employee routinely works in a closed environment in close proximity to inmates; is required to conduct visual and audio surveillance of inmates for extended periods of time; and rotates assignments among booking, control room, and inmate pods.

Required Travel:

The employee is frequently required to travel throughout the County; may be required to travel out of state. (Patrol, Emergency Operations, Professional Standards)

The employee is occasionally required to travel throughout the County. (Detention)

Computers and Other Equipment:

Computer and relevant software applications; telephone system; radio communication equipment; facsimile; shredder; copier.

If assigned to Patrol:

Emergency response vehicle, firearms, restraining equipment and other specialized law enforcement equipment.

If assigned to Emergency Operations:

Emergency response vehicle, cellular telephone, geographic information system and County maps.

If assigned to Detention:

Restraining equipment and other specialized law enforcement equipment, security monitoring devices.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts Garfield County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.