



Sheriff Sergeant, Patrol (2540)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 20

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to assist in supervising the daily operations and Deputies on road patrol in the Patrol Division of the Bulloch County Sheriff's Office. Incumbents in this position perform duties under the supervision of a Lieutenant.

Typical Duties

Supervises, directs, and evaluates assigned staff: per chain of command, supervises the activities of personnel through subordinate supervisors; recommends discipline, disciplinary actions, discharge and salary increases; processes employee concerns and problems; assists with employee performance appraisals; directs work; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; inspects weapons in order to ensure they are clean and functioning properly; inspects vehicles and other equipment to ensure safe and proper operation; and consults with assigned staff to assist with complex/problem situations and provide technical expertise; and reviews and ensures subordinates complete and properly prepare required paperwork.

Supervises patrolling of and patrols designated areas to detect and deter criminal activity and traffic violations: conducts surveillance and investigations into illegal activities; prevents/discovers commission of crime; apprehends, arrests, and processes criminals, fugitives and offenders; writes citations; supervises the enforcement of and enforces traffic laws; uses radar/laser speed detection units to enforce speed laws; and initiates contact with individuals driving motor vehicles to determine involvement in criminal activity.

Enforces all local and state codes, ordinances, laws and regulations, both traffic and criminal, to protect life and property, to promote security, and to maintain law and order.

Maintains a comprehensive, current knowledge of applicable policies, procedures, regulations, codes, and criminal/civil case law; maintains an awareness of new trends and advances in the profession; and attends shift meetings and in-service training as required to remain knowledgeable of departmental operations and changing state/municipal policies, procedures, codes and civil/criminal laws.

Supervises response to/responds to calls relayed by dispatchers: responds to alarms, domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, rescue operations, public service duties, welfare checks, stranded motorists, or other calls for assistance.

Assists with preliminary investigations: interviews victims, complainants and witnesses and takes statements; gathers information and evidence; seizes contraband and weapons; preserves evidence until the case is disposed of in a court of law; preserves and secures crime scenes; and takes photographs and prepares crime scene sketches.

Writes reports and completes forms such as incident reports, accident reports, etc.; completes daily activity sheets.

Provides first aid, as required, to victims of accidents or violent crimes; directs efforts of emergency personnel in emergency situations.

Testifies in court as required.

Serves warrants, subpoenas, and civil papers.

Conducts public education programs on public safety and law enforcement.

Performs other related duties as required.

Minimum Qualifications

Associate Degree in Law Enforcement or Criminal Justice required; supplemented by three years of progressively responsible experience in law enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Georgia Peace Officer Standards and Training (POST) certification.

Performance Aptitudes

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal bites, human attacks/bites, explosives, firearms, water hazards, violence, or rude/irate individuals.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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