



SERGEANT

CLASS SUMMARY: This is the first line supervisor of sworn officer classifications in the public safety series. This class is distinguished from lower-level jobs by the responsibilities for supervision of shift activities and staff, and from management-level classifications by the emphasis on the performance of technical work and delivery of services. Incumbents are responsible for performing advanced and/or complex technical work in area assigned; providing technical direction and problem resolution related to program services and activities; ensuring staff and unit compliance with applicable laws, regulations, policy and procedure; and reviewing and preparing statistical and related reports.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Supervises sworn deputies on an assigned shift to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
2. Monitors assigned areas and enforces local, state, and federal laws as necessary to ensure safety and security; responds to incidents and/or crime scenes and oversees investigations and reporting.
3. Receives, responds to, investigates, and/or resolves citizen complaints, requests for information, and/or other related items.
4. Establishes and maintains communications between subordinates and management. Provides input to management on status of on-going investigations, and provides suggestions to management concerning unit operations.
5. Reviews subordinate investigative reports; prepares, reviews, interprets, and analyzes a variety of information, data, and reports; makes recommendations based on findings.
6. Performs firearm inspections; ensures department issued firearms are safe and equipment is properly maintained.
7. Assists with the department's budget preparation and administration; assists in the preparation of cost estimates for budget recommendations. Submits justifications for budget items for the administrative support unit, and monitors and controls unit expenditures.
8. Represents the department and/or County at a variety of meetings, public events, training sessions, on committees, and/or other related events.
9. Attends and testifies in court on behalf of the County.

10.	Performs other duties of a similar nature or level.
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Knowledge of (position requirements at entry):

- Supervisory principles;
- Culturally competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Criminal justice administration principles and practices;
- Law enforcement techniques and concepts, including laws of arrest, search and seizure and evidence procedures;
- Weapon procedures;
- Traffic laws and procedures;
- Report preparation procedures;
- Customer service principles;
- Department policies and procedures;
- Crime scene processing.

Skills in (position requirements at entry):

- Monitoring and evaluating the work of subordinate staff;
- Prioritizing and assigning work;
- Using computers and applicable software;
- Interpreting and applying statutes and ordinances;
- Ensuring compliance with applicable policies, procedures, codes, laws and regulations;
- Adapting to rapidly changing environments;
- Working effectively with clients, co-workers, employee's and supervisors from diverse backgrounds;
- Gathering interpreting and behaviorally adapting to cultural contexts;
- Using and maintaining firearms and related equipment;
- Operating police vehicles;
- Preparing reports;
- Analyzing problems, identifying alternative solutions, and recommending improvements;
- Compiling and analyzing information;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction.

Training and Experience (positions in this class typically require):

Associate's Degree or equivalent in criminal justice, police science or a related field, and four years of experience in a certified, sworn position; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class may require):

- Oregon Driver's License;
- Oregon Department of Public Safety Standards & Training Certification (DPSST);
- Firearms Certification.

Physical Requirements (positions in this class may require):

- Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing, and repetitive motions.

LANE COUNTY
Sergeant (Continued)

- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Incumbents may be subjected to fumes, odors, dusts, gases, extreme temperatures, inadequate lighting, travel, disruptive people, imminent danger, and a threatening environment.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History: Draft prepared by Fox Lawson & Associates LLC (LM,KLR) Date: (7/06). Updated classification and grade (Job Code N5010) formally approved on December 13, 2006 by Lane County Board Order 06-12-13-3.
FLSA Status: Non-Exempt.
FLSA Status: Fire and Police