



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Sergeant</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Lieutenant</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>01/20</u>
<b>DEPARTMENT:</b> <u>Sheriff</u>	<b>JOB CODE:</b> <u>400</u>	

### **SUMMARY:**

Under the direction of a Lieutenant or other administrative designee, performs general law enforcement work and directs and supervises the work activities of Deputies or other Sheriff's Department personnel in the area of assignment. Work is performed in accordance with Sheriff's Department rules and regulations, policy, and procedures and through general staff orders, verbal and/or written, from superior officers. The Sergeant exercises considerable independent judgment and latitude of individual initiative in the interpretation of work procedures.

### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

- Assists in planning/developing budgets.
- Represents department in meetings with outside agencies.
- Assists with researching, planning, and supervising special events.
- Interacts with various media outlets.
- Instructs, assigns, and supervises the work of subordinate employees through observation and written reports.
- Assumes command of scenes during stressful and strenuous situations to supervise and direct subordinates.
- Trains personnel in the performance of their duties; compiles and summarizes crime statistics; reviews squad activity regularly.
- Conducts periodic reviews of work of subordinates, materials, equipment, personal appearance and work methods and procedures. Maintains close supervision, appraising and evaluating conditions of performance for adherence and conformity to duties and methods as prescribed by Sheriff's Department policy, rules, and regulations, special or general orders.
- Initiates corrective action and/or disciplinary action as necessary.
- Answers emergency calls or calls for assistance; takes charge of emergency or major

crime scenes and directs all police activities at the scene until relieved by a superior officer or other competent authority.

- Investigates complaints regarding personnel.
- Performs the following essential functions of Deputy Sheriff:
  - Patrols assigned areas of the County to preserve public order and tranquility, and to prevent and/or discover the commission of crimes against person or property.
  - Conducts preliminary and/or detailed investigations of the commission of crime or law violations.
  - Makes arrests and transports prisoners as needed.
  - Protects crime scenes, gathers and preserves matters of evidence, takes and records testimony; directs and coordinates activities on-site until relieved by a superior officer; assists detectives in specialized investigations.
  - Completes reports and other forms as needed.
  - Enforces traffic laws and issues summons to traffic law violators; reports unsafe road conditions; directs the flow of traffic when required; investigates traffic crashes.
  - Participates in work involving juvenile offenders.
  - Testifies in court proceedings as needed.
  - Serves warrants, court orders and other legal processes.
  - Assists other law enforcement, fire, medical personnel, and other government agencies as needed.
  - Assists detention personnel in the Boone County Jail with facility operations and/or control of detainees.
  - Assists in the training of personnel as needed.
  - Participates in Sheriff's Department recruitment and community relations activities as directed.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS:**

1. Good knowledge of the principles and practices of law enforcement.
2. Good knowledge of applicable federal, state, and local laws statutes, ordinances, and regulations.
3. Good knowledge of the policies and practices of the Boone County Sheriff's Department and geography of the county.
4. Good knowledge of the powers, duties, functions, jurisdiction and responsibilities of the Sheriff's Department.
5. Good knowledge of legal documents, legal principles of investigations, and current investigative techniques.
6. Knowledge of Boone County Human Resources policies and practices.
7. Strong knowledge of the criminal justice system in the State of Missouri and Boone County.
8. Strong knowledge of the political, social, and economic structure of Boone County, the social importance of law enforcement work; the geography of the County, its incorporated areas, and the general roadway network.
9. Ability to communicate effectively and concisely, orally and in writing.

10. Ability to process, accurately interpret, and understand several pieces of information received from several separate sources at one time.
11. Ability to make forcible arrests and engage in foot pursuits.
12. Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.
13. Ability to receive orders from superiors and to transmit them to subordinates in a firm and tactful manner.
14. Ability to enforce the laws firmly, tactfully, and impartially and to deal courteously and harmoniously with subordinate members and the general public.
15. Ability to lead by example.
16. Strong ability to react quickly and calmly and direct the work of subordinates in an emergency.
17. Strong ability to utilize sound reasoning, as well as ability to make sound decisions using independent judgment.
18. Strong ability to effectively and efficiently communicate with people from all cultural, social, economic, and diverse backgrounds in varying situations.
19. Strong ability to cope with stressful and strenuous situations and perform calmly in such situations.
20. Strong ability to interact with citizens in a professional manner.
21. Strong ability to follow instructions when furnished in written, oral, or diagram form.
22. Strong ability to prioritize workload; meet deadlines; accept direction; carry out directives; and comply with policies, rules, and regulations.
23. Strong ability to identify, preserve, collect, and evaluate evidence.
24. Skill in the use and care of firearms, less lethal weapons, radios, and related law enforcement equipment.
25. Skill in defensive and emergency driving.

**PHYSICAL DEMANDS:**

Ability to: react to physical confrontations and emergency situations quickly and effectively; perform tasks requiring dexterity and agility after running moderate distances; see and recall visual details; hear and understand speech and radio transmissions; perform multiple physical tasks simultaneously; drive an automobile; qualify with a department authorized firearm and defensive weapons; wear required uniform articles and safety equipment for extended periods of time; wear and use a respirator; communicate clearly in person and via a police radio and/or phone.

Position requires CONTINUOUS standing and sitting for long periods of time; FREQUENT bending, reaching, kneeling, and crouching; climbing up and down stairs; lifting and carrying 75 pounds; dragging up to 150 pounds.

**WORK ENVIRONMENT:**

Employees risk physical hazard from violence, aggressive and hostile people, a variety of weapons, noise, stress, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs, and drug paraphernalia; risk of civil litigation due to the performance of duties.

Work may be performed in various settings and weather conditions (e.g., extreme temperatures and precipitation).

Duties are generally performed on an assigned shift, but the Sergeant may be called upon to continue the duties or work assignment on other shifts and/or at other times as directed to best contribute to the efficient and effective operations of the Sheriff's Department.

May be required to wear uniform or plain clothes in performance of assigned duties.

Position requires the ability to work overtime when necessary, as well as, the ability to work different shifts, including holidays and weekends.

**MINIMUM QUALIFICATIONS:**

Must meet the minimum qualifications for the position of Deputy Sheriff and been employed by the Boone County Sheriff's Department for a three (3) year period immediately prior to the application deadline for the promotional process.

No discipline, which resulted in suspension or demotion, for one (1) year period immediately prior to the application deadline for the promotional process. May not be on any form of disciplinary probation at the time of the application deadline for the promotional process.

Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

*Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skill that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skill may change at any time with or without notice.*