

## **SHERIFF'S SERGEANT - PATROL**

### **DEFINITION**

To supervise and participate in the patrol operations of an assigned shift and to supervise, perform, or take control of criminal investigations at crime scenes. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification direct, supervise, and formally evaluate the work of others.

This job class functions at a first-line supervisory level of classification. Employees in this classification are responsible for staff or administrative assignments and participate in all aspects of field patrol operations and exercises responsibility for providing effective field supervision of Sheriff's Deputies involved in patrol, traffic enforcement, crime prevention, report writing, crime scene investigation and other field patrol activities and operations. If assigned, employees in this classification assist the Sheriff-Coroner in the overall administration and coordination of the County's preparedness and emergency response plans. Employees in this classification are exposed to potentially life threatening situations which may be unpredictable in nature.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from Sheriff's Captain.

Exercises direct supervision over sworn and non-sworn staff.

### **EXAMPLES OF ESSENTIALS FUNCTIONS**

Supervises a unit of Sheriff's Deputies on an assigned patrol shift and participates in field patrol operations including crime prevention, enforcement of state, county and local laws, regulations and codes, crime/accident investigation and reporting, etc.

Takes roll and conducts briefing sessions for shift personnel prior to starting patrol operations; debriefs shift personnel after major incidents.

Assigns deputies to beats and vehicles.

Maintains and/or recommends discipline and ensures that departmental rules and policies are followed.

Reviews and formally evaluates the work of assigned personnel.

Participates in the training of new deputies and assesses the training needs of experienced deputies; may serve as field training officer.

Analyzes and evaluates departmental activities and policies related to patrol operations and makes procedural recommendations to increase patrol effectiveness.

Inspects weapons, vehicles, and equipment for proper condition and compliance with departmental policy and standards.

Responds to reported crimes and supervises and/or takes charge of crime scene investigations, the gathering and preservation evidence, questioning of witnesses, and apprehension of suspects.

May photograph crime scenes and lift fingerprints.

Performs physical searches of crime suspects and makes arrests; advises suspects of their constitutional rights.

Investigates, interrogates, and detains suspicious persons or suspects.

Performs coroner functions to include notifying families regarding accidents, injury or death.

Reviews reports of patrol officers for clarity, accuracy, content, and compliance with departmental policy.

Performs traffic enforcement functions; stops drivers who are operating vehicles in violation of traffic laws; issues warnings, citations, and makes arrests.

Testifies and presents evidence in court.

Prepares reports of arrests made, investigations conducted, and unusual incidents observed.

Contacts and cooperates with other law enforcement agencies as required.

Provides direction, information, and medical aid to the general public.

Maintains daily activity log and prepares reports related to assigned shift operations.

Participates in the serving of warrants and civil papers.

May assist with administering and maintaining the Emergency Operations Plan and disaster preparedness relief programs.

Performs other related duties similar to the above in scope and function as required.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Local, County, and State laws, ordinances, and statutes pertaining to law enforcement.

The principles and practices of law enforcement work including patrol, crime prevention, investigation, custody and identification, traffic control, rules of evidence, and search and seizure.

Courtroom procedures and legal practices.

Supervisory methods and techniques.

Departmental rules, regulations, policies, standards, and organization.

*If assigned emergency planning tasks, the following applies:*  
Principles and practices of emergency management.

Effective emergency preparedness, response and recovery methods, procedures and techniques.

**Ability to:**

Read, interpret, understand and apply laws, rules, and other written materials with sound judgment.

React quickly and calmly to emergency situations, isolate and analyze problem cases, and take appropriate action to resolve problems identified.

Train, direct, coordinate, supervise, and formally evaluate the work of others.

Analyze situations effectively and accurately interpret and apply laws and regulations.

Communicate effectively in both oral and written forms.

Prepare clear and comprehensive written reports.

Observe, remember, and recall detailed information, names, faces, and facts.

Meet the physical requirements necessary for successful job performance.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

*If assigned emergency planning tasks, the following applies:*  
Analyze and coordinate emergency services.

**TYPICAL WORKING CONDITIONS**

Work is performed indoors and in a field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, air contaminants, adverse weather

conditions, temperature and noise extremes, wetness, fumes, dusts, odors, toxic or caustic chemicals, vibration.

### **TYPICAL PHYSICAL CONDITIONS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; operate a motor vehicle to perform investigations and surveillance, transport suspects and evidence, and visit various County and meeting sites; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to perform assigned duties; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, in groups, and over the telephone or radio. Requires the ability to intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move objects and materials of up to 40 pounds in weight; and perform simple grasping and fine manipulation.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

High school graduation or equivalent.

#### **Experience:**

Three (3) years experience performing the duties of a Deputy Sheriff or Police Officer in a law enforcement department/agency.

#### **Additional Requirements:**

Possession of standards listed for Deputy Sheriff, a high school diploma or equivalent, a P.O.S.T. Intermediate Certificate, a valid and appropriate California Driver's License. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**Note:** Pursuant to Senate Bill 474 (effective 1/1/92), P.C. 832(e) requires that persons who complete a P.C. 832 Course, but: (1) do not become employed as a peace officer within three years of course completion; or (2) who have a three-year-or-longer break in service as a peace officer, must "requalify" prior to exercising peace officer powers.