

Champaign County Job Description

Job Title: Sergeant - Patrol

Department: Sheriff

Reports To: Lieutenant

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - FOP Sergeant-Law Enforcement

Prepared Date: May, 2017

SUMMARY Supervises and performs security operations in Squad Patrol in Champaign County.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs as supervisor and reviews the work of the uniformed patrol operations on an assigned shift.

Conducts vehicular patrol of an assigned area, responds to calls for service, investigates the scenes of accidents and criminal offenses, makes arrests when required and prepares appropriate reports.

Assists deputies by providing interpretation of departmental policies and procedures.

Transports prisoners and mental patients as required.

Serves warrants and civil papers, maintains the assigned squad car and its equipment and assists deputies at the scenes of major accidents and criminal incidents.

Performs as primary shift supervisor in the absence of the Lieutenant by making area assignments of staff, reviewing all field reports and maintaining staff attendance records.

Performs as the leader of the Tactical Response Team, assists in training newly hired deputies and appears in court to testify on cases.

Assumes special duty assignments such as performing priority patrols, speaking to community groups and providing input to training programs for staff.

Assures efficient performance of assigned staff operations.

Makes decisions regarding assignment of subordinate staff and the investigation of incidents during the shift.

Maintains contacts with law enforcement agencies including State's Attorney's Office and area police departments for the exchange of information.

SUPERVISORY RESPONSIBILITIES Directly supervises 10 to 20 staff on assigned shift. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, directing work, appraising performance, addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) and have been engaged in police work for a minimum of three years. In addition to meeting the standards prescribed for Deputy Sheriff, must meet all criteria for the rank of Sergeant. Requires good knowledge of State Statutes regarding civil and criminal areas.

LANGUAGE SKILLS Ability to read and interpret documents such as police regulations, operating instructions, legal documents and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of the public or employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in unusual situations.

CERTIFICATES, LICENSES, REGISTRATIONS Valid Driver's License required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; and talk; or hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision. Employee may occasionally have to physically restrain arrestees and engage in a physical confrontation to take actively resisting persons into custody.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Frequently at crime or accident site. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within the job class. "Essential functions" are to be determined at the position or job level within each department.