



CLASSIFICATION NO. 107
Revised: 10/87, 5/15
FLSA: Non-Exempt
EEO: 4

SERGEANT

CLASS CHARACTERISTICS

Under direction, to provide lead work supervision and assist Deputy Sheriffs on an assigned shift or in a patrol district of the County in the enforcement of laws and the prevention of crime; to monitor and conduct criminal and administrative investigations or those of unusual nature; to supervise personnel including, but not limited to Detectives assigned to the Detective Division and Deputy Sheriffs at crime scenes; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Sheriff's Office patrols County roads and rivers, investigates crimes, conducts search and rescue operations, and operates the County jail. The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities which contract for law enforcement services.

Within the Sheriff's Office, the Sergeant is the lead worker level in the Deputy Sheriff classification series and provides lead work supervision and direction to the lower level Deputy Sheriff and Deputy Sheriff, Recruits. Incumbents may be assigned to supervise other units/personnel within the Sheriff's Office or may be selected for special assignments.

The Sergeant differs from the Lieutenant who supervises, plans, coordinates, monitors and evaluates the activities of the division. The Sergeant differs from Deputy Sheriff that patrols assigned areas, enforces laws, investigates complaints and conducts investigations.

TYPICAL TASKS

Duties include but are not limited to:

1. Supervises the patrol of streets and roads; observes, leads and instructs Deputy Sheriffs in the enforcement of laws and ordinances, the prevention of crime, and the protection of life and property; checks reports of daily activities and other reports of Deputy Sheriffs; issues specific instructions and assignments at the scene of activity; instructs in use and operation of automotive and all other equipment provided.
2. Provides supervision and direction to the Deputy Sheriffs and Deputy Sheriff, Recruits; makes assignments; monitors and evaluates work performed and provides feedback; completes performance evaluations; administers performance improvement plans; approves or denies time off requests.
3. Receives complaints and requests for police assistance; assigns personnel and equipment to the scene of emergencies and disturbances; receives and accounts for money or property left in his/her possession or distributed to members of unit.

4. Supervises and conducts interviews of suspects, victims, complainants, witnesses and informants; ensures evidence is preserved from various sources; detects, gathers, and preserves evidence from various sources; provides advice concerning the sufficiency of evidence and ensures probable cause exists for the holding of suspects; assists prosecuting officers or attorneys in the preparation of cases and in the presentation of evidence; traces and locates missing persons or those charged with commission of crimes; keeps records and makes reports on results of investigations.
5. Supervises and assists in investigations to control, detect, and suppress criminal activity including drug and vice related complaints; ensures evidence is properly gathered for making arrests.
6. Supervises and instructs officers engaged in the enforcement of traffic regulations, investigation of traffic accidents, and control of traffic.
7. As Detective Sergeant, supervises and directs Detectives (assigned to a unit such as but not limited to: Homicide and Violent Crimes, Child Abuse Team, Property Crimes or Special Investigations) engaged in the investigation of crimes, case preparation, and activities connected with prosecution of criminals; exercises field supervision over a number of personnel at crime scenes.
8. As Civil Sergeant, supervises the Civil process function.
9. May act as Division Lieutenant or Captain in his/her absence or inability to respond.

REQUIRED KNOWLEDGE AND-SKILLS

Thorough knowledge of: Routine police procedures; modern practices and methods of criminal procedures and enforcement of laws, ordinances, and violations, particularly the laws of arrest and evidence; geography of the County; rules and regulations and general orders of the Sheriff's Office; principles and methods of crime and accident investigation, techniques of interrogation and identification and preservation of physical evidence; techniques of crime prevention and community policing; principles and techniques of supervision and instruction.

Skill to: Use and properly care for firearms and other law enforcement related equipment assigned to deputies; analyze situations quickly and objectively and determine a proper course of action to be taken; face situations firmly, courteously, tactfully and with respect for the rights of others; obtain information through interview and interrogation; communicate effectively, both orally and in writing; perform basic mathematical computations; react quickly and calmly in an emergency; establish and maintain cooperative working relationships with the public, co-workers and a variety of criminal justice officials and personnel.

WORKING CONDITIONS

The Sheriff's Office is a 24 hours per day, 7 days per week operation requiring availability to work any and all shifts. Duties are performed in a variety of settings including office, outdoor environments and in a vehicle; depending on assignment and circumstances, the environment can be highly stressful and highly physically demanding.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Certified as a Basic Police Officer by the Oregon Department of Public Safety Standards and Training (DPSST)

PRE-EMPLOYMENT REQUIREMENTS

Possession of a valid driver's license. Incumbents must possess and maintain an acceptable driving record throughout the course of employment.

Some assignments require specific certification(s) and/or passing additional special assignment or mission specific physical agility/fitness or firearms proficiency test(s).

OTHER INFORMATION

Promotional opportunity within the Sheriff's Office for Sergeant positions. Minimum standards in order to be eligible to compete in the recruitment process are: Five years of experience as a Sworn Law Enforcement Officer of which two years are with Clackamas County Sheriff's Office as a Deputy Sheriff or Recruit, Detective or Evidence Technician. The two most recent performance evaluations must document performance that meets Sheriff's Office minimum acceptable standards. Detective Sergeant or other special unit positions are only filled through intra-department Sergeant transfers.

Edited: 10/19