



## CLASS SPECIFICATION

### Modoc County

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CLASS CODE:	7122-008
CLASS TITLE:	<b>Sheriff's Patrol Sergeant</b>
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP:	272 (Step A-F \$3,997 - \$5,101)

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#### **JOB SUMMARY:**

A Sheriff's Patrol Sergeant Plans, assigns, schedules, deploys, supervises and reviews the work of sworn personnel. As such, the Sheriff's Patrol Sergeant is responsible for the daily review of reports and all other completed and submitted documents from the patrol staff. The Sheriff's Patrol Sergeant is also responsible for the daily, monthly and annual performance appraisals of their respective staff. The Sheriff's Patrol Sergeant assists administration and management with department budgets, planning and other administrative support work and assures efficient staff performance and compliance to established department policies and procedures. The Sheriff's Patrol Sergeant may be asked to provide input and suggestions to management on departmental policies and procedures, training, and general operations of the patrol division of the Sheriff's Office. This classification performs a full range of peace officer duties and may perform other related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS & DUTIES:**

This is the first level supervisory class in the sworn peace officer series. Responsibilities include but are not limited to performing the full range of duties of this assigned position, as well as performing certain administrative tasks, to include supervision and review of work of patrol staff, enforcement of policies and procedures and report preparation. This class is directly supervised by the Undersheriff and or the Sheriff.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.*

- Plans, organizes, assigns, supervises, reviews and evaluates the work of sworn peace officers.
- Provides input into selection, evaluation, disciplinary and other personnel matters; may direct employees as required.
- Train staff in work procedures.
- Reviews and approves reports submitted by staff in a timely manner as to not delay the judicial process.
- Maintain patrol staff schedule and attendance records.
- Provides input into budgetary and other administrative matters.

- Enforces policies and procedures.
- Provides for the maintenance and upkeep of assigned facilities, property and equipment; orders equipment and supplies upon approval from administration.
- Performs the full range of peace officer duties, including patrolling assigned areas to ensure the security of life and property, respond to calls for service to include responding to emergency situations, enforcing state and local laws, issuing verbal warnings and citations and apprehending suspects.
- Performs criminal investigations; maintains crime scene security, collects and maintains the chain of evidence; interviews witnesses and suspects;
- Prepares appropriate reports and documentation in a timely manner as to not delay the judicial process.
- Works with legal counsel in the preparation of court cases and testifies in court as required.
- Performs coroner duties.
- Responds to search and rescue requests and medical emergencies.
- Maintains order at public gatherings and conflict situations.
- Assists in traffic and crowd control in fire and other emergency situations.
- Coordinates with and serves as back up for other law enforcement agencies.
- Performs the patrol operations, including but not limited to law enforcement, fire, medical emergency and other staff and assisting the public at the counter or over the phone.
- Supervises staff.
- May be asked to supervise correctional and or dispatch staff in the absence of a supervisor.
- Oversees animal control duties.
- Performs other duties as assigned.

**Important:**

- Uses radio/telephone, equipment, various computer and standard office equipment in the course of the work; uses a variety of law enforcement specific equipment.
- Drives a motor vehicle to patrol areas, answers emergency calls and transports prisoners and inmates.

**QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.*

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):**

**Knowledge of:**

- English usage and grammar.

- Modern office procedures and practices.
- Operation and functions of the Sheriff's Department and other public safety agencies.
- Applicable rules, regulations, and procedures of the Sheriff/ Coroner's Office.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation and employee training and discipline. Principles and practices related to sworn law enforcement activities, including patrol, crime prevention and investigation, evidence collection and preservation and case preparation.
- Principles and practices of jail and court security.
- Laws, codes and regulations related to the work, Sheriff's Office policies and procedures and memorandums of understanding.
- Computer operations related to the work.
- Safety principles, practices and equipment related to the work. Basic budgetary principles and practices.
- Standard office practices and principles. First-aid practices and procedures.
- Techniques for understanding and effectively communicating with individuals of various cultures and socio-economic status, occasionally in hostile or confrontational situations.

**Ability to:**

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Compiling and reviewing budget figures.
- Acting independently and using sound judgment in potentially life-threatening situations.
- Interpreting, applying and explaining complex laws, regulations and procedures.
- Observing and accurately recalling place, names, descriptive characteristics and facts of incidents.
- Investigating incidents and cases in an effective manner.
- Preparing accurate and effective reports, correspondence and other written materials. Maintaining accurate records, logs and files.
- Using initiative and independent judgment within established procedural guidelines.
- Maintaining office and assigned equipment in a clean, orderly and functioning condition.
- Typing with sufficient speed and accuracy to complete forms, prepare reports and enter data into the computer system.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, occasionally where relations may be confrontational or strained.

**Required to:**

- Supports the vision and mission of the county and its elected and appointed officials.
- Provides courteous and timely customer service to the public as the ultimate employer.

- Provide courteous and timely customer service to other departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices.

**Education and Experience**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying.

Must be at least 18 years of age at the time of application.

Must be a United States citizen.

Must be in good mental and physical health as determined by a physical or psychological examination.

Must be able to pass the Modoc County Sheriff's Physical Agility Test (PAT).

Must be physically capable of overcoming resistance of inmates when necessary.

Must be of good moral character as determined by a background investigation.

No felony convictions.

Possession or ability to obtain a California Driver's License.

Possess a Basic P.O.S.T. Certificate

Minimum of five (5) years full time law enforcement experience as certified Peace Officer

Possess and maintain firearm certification

Possess and maintain first aid and CPR certification

Must be willing to work off-hours, weekends and holiday shifts.

Must be willing to be called-out in emergency situations.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **Hearing:** Adequate to hear and understand conversation in both quiet and noisy environments with the ability to localize from which direction a sound is coming. An employee must possess the ability to discriminate among both speech and non-speech sounds, such as; to hear and correctly understand individuals being interviewed, to hear scuffling, opening and closing doors, and the approach of individuals; and hearing adequate to anticipate unsafe or threatening situations.
- **Vision:** Must be adequate to meet DMV criteria for required licensing. Accuracy in far vision is necessary such as to determine whether someone twenty feet away is holding a gun or a non-weapon item. If an officer who wears corrective lenses loses the glasses or

lenses, the employee must have adequate uncorrected vision to take appropriate action and be able to identify individuals.

- **Coordination & Dexterity:** Arm strength and range of motion, which is sufficient to write or subdue and handcuff wards. Coordination and explosive strength to sprint in emergency situations and be able to communicate and perform tasks at the end of the situation. Finger dexterity and arm-hand steadiness adequate to search wards and premises. Must have ability to move arms or legs rapidly such as to use weaponless defense.
- **Physical Strength:** Must have strength to lift, push, pull and carry heavy objects, such as to move injured persons or assist an uncooperative adult. Trunk strength and stamina for repeated activities is necessary.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

**All county of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned, and to return to work as ordered in the event of an emergency.**

**FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.**

*Position reclassified and approved by the Board of Supervisors on January 14, 2020  
Effective: January 1, 2020*

**Final verified classification approved by:**

DocuSigned by:  
  
EE2A3A902D4FE  
**Human Resources and Risk Manager Director**

**Approved as to form:**

DocuSigned by:  
  
5F88E557A7634E6  
**County Counsel**

**Received and filed by:**

DocuSigned by:  
  
1E890A77E  
**Clerk of the Board**