

Washington County

Sergeant - Detention

Job Description

Job Code:	20
Exempt:	No
Department:	Sheriff's Office
Reports To:	Lieutenant
Location:	Sheriff's Office and in the Field
Date Prepared:	October 11, 2018
Date Revised:	June 14, 2021
Safety Sensitive:	This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

GENERAL DESCRIPTION OF POSITION

The Sergeant is a management position within the Sheriff's Office with first line supervisory responsibilities. The Sergeant reports directly to the Lieutenant (Department Commander) and is under the general supervision of the Captain (Division Commander). The Sergeant is distinguished from the Corporal or Deputies classification in that the Sergeant, in addition to performing the full range of duties of the Corporal or Deputy, is responsible for supervision of personnel and the administrative duties for an assigned unit, section or team including the coordination of equipment, staffing and management of the daily operations. It is further distinguished from the classification of commander who may act in the capacity of the Captain or Chief Deputy in the absence of the incumbent with full administrative responsibility and accountability for the overall operations and activities with the division. The incumbent is responsible for supervising others and must possess a working knowledge of law enforcement administration in protecting and serving the county and supervise employees, both sworn and civilian, and detainees in the county detention facility, prepare special reports and give community presentations. The incumbent may be asked to serve as the acting commander in the absence of the department commander. If required for their duty assignment: This position must meet all commission on law enforcement standards and training requirements including but not limited to jail standards and must be a certified law enforcement officer meeting all training and experience requirements for the position of Sergeant. The incumbent must demonstrate the ability to complete the Criminal Justice Institutes School of Law Enforcement Supervision, or equivalent training. The incumbent must also be able to complete Field Training Officer School. The incumbent must be able to obtain the General law enforcement certification and complete interview and interrogation training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Patrol all areas of the County, investigate/report motor vehicle accidents, and assist other agencies investigating accidents and other violations of the traffic laws.
2. Answer all complaints handled through the Sheriff's Office to include civil matters, such as family disturbances, civil stand-bys, property disputes, locate missing persons, assist motorists, and answer any other matter requiring police assistance. Understand the whole process for serving civil papers. Be knowledgeable in Orders of Protection and execution of those orders, ensuring that the victim's rights are not violated. Ensure that extra patrols are being conducted for community protection.
3. Answer complaints that are criminal in nature such as traffic violations, speeding, reckless driving, DWI, homicides, burglary, robbery, rape, theft, suicide, forgery, and any other criminal act as the situation requires, and perform arrests and other associated procedures.

4. Fill out and file reports, interview suspects and witnesses when necessary and appear in court.
5. Be able to take case from start to finish. Serve civil papers and warrants and complete special assignments, as directed by the Lieutenant.
6. Maintain documentation and conduct or arrange for routine maintenance required of the patrol unit and related equipment used in the vehicle, such as, mobile computer, printer, scanner, RADAR, radio, etc.
7. Speak to local groups on law enforcement, provide child information cards at community events, and other public relations duties as directed.
8. Book and release detainees, check detainee classification for cell assignment, check detainee population to comply with court, schedule detainee activities, assign detainee to jail program, answer detainee grievances and investigate incidents. Respond and investigate detainee sexual assaults, suicide attempts and any other major crimes within the detention facility. Secure and maintain crime scenes. Ensure that all detainees are cared for, per state standards. Ensure the rights and safety of detainees are not violated and they receive the basic requirements as required by law.
9. Assist in making arrangements for prisoner transportation and serve as liaison between the jail and the Circuit Judge, the Prosecuting Attorney's Office, defense attorneys, family members of jail detainees, and other public or agency contract as required. Maintain a current knowledge of proper prisoner transportation handling procedures. Including arrangements for the serving and transporting of involuntary commitment.
10. Monitor maintenance of jail equipment and premises, and make arrangements for necessary repairs.
11. Prepare special reports, conduct facility inspections, ensure proper evidence collection for testimony in Federal, Circuit, District and City courts on jail, civil, or criminal matters.
12. Assist in budget preparation, jail planning, and bill the Arkansas Department of Corrections and U.S. Marshal's office for detainees committed to the respective institutions. Ensure criminal history petitions are filed in a timely manner, etc. within Washington County.
13. Ensure all contacts with the Sheriff's Office are treated courteously and fairly in accordance with federal and state laws. Provide accurate information in accordance with the Freedom of Information Act. Answer media inquiries, provide press releases and make public statements to the media.
14. Ensure the rights and safety of detainees are not violated and they receive the basic requirements as required by law.
15. Receive advanced training in the areas of law enforcement, drug identification, courts system, warrants, and jail operations.
16. Receive advanced training in the use of self-defense and physical constraints procedures. Trained in Taser, baton, pepper spray, and any other less than lethal control tactics.
17. Keep current on County policies and procedures, and federal and state laws to ensure the County is in compliance at all times.

18. Ability to evaluate and write an effective probable cause before detainment of individual and for search warrants. Have a detailed knowledge of the Rules of Criminal Procedure and the requirements for search warrants and seizures.
19. Directly supervise all Corporals and deputies under their command as well as any assigned civilian personnel.
20. Ability to write and conduct effective and meaningful performance appraisals of assigned employees. Must be able to articulate the smallest of details and keep exceptional notes on officer performance.
21. Supervise and coordinate the security for all Washington County courthouses and Washington and Madison County court rooms and the adjacent county parking lots.
22. Ensure accurate time clock records are maintained, including compliance with military leave, FMLA, Workers' Compensation, etc., as directed by County policy, and submitted by the deadline.
23. Supervise and coordinate Alcohol Beverage Control compliance checks.
24. Assist in the planning and direct work assignments for Part-Time, Auxiliary, Work Release, Community Service, Transport, Detention, Civil Process deputies and civilian personnel. Coordinate special community events, such as: K-9 demonstrations, funeral escorts, park patrol, lake patrol, etc., while ensuring the community is protected with ample police presence.
25. Manage property and evidence collection ensuring that the proper procedures are followed for the storage and release of property.
26. Have a clear knowledge of animal control response and procedures and in-depth knowledge of the Washington County Animal Shelter intake procedures. Responsible for providing inmate labor to sanitize all areas of the animal shelter on a daily basis, and maintain the landscape.
27. Manage scheduling for their assigned shift or unit, including approving or denying time off requests, managing and mitigating the use of overtime by personnel in their unit and scheduling training, all while insuring that adequate manpower is available at all times.
28. Ensure equipment used for courthouse/courtroom security is available to courthouse deputies.
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29. Responsible for the security functions of all Washington County Courthouses and the adjacent county parking lots.
30. Effectively operate x-ray machines, walk-through metal detectors and handheld metal detectors to ensure no weapons are brought into secure areas.
31. Conduct background checks as required.
32. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 4 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Arkansas Driver's License.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

Basic: Alphanumeric Data Entry, Contact Management, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a large group (16-25) of employees who are engaged in similar activities.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, vibration. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; and occasionally required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

Graduation from High School or GED with four years or more of college courses or equivalent experience; and if required for their duty assignment: completion of jail standards certification training course and state certification through the Arkansas Commission on Law Enforcement Standards and Training; and annual firearms qualifications. In-depth knowledge of law enforcement, jail operations, civil papers, prisoner transporting, court system, basic first aid, CPR, protection from blood-related and/or other viruses, County policies and procedures, federal and state laws. Self-defense and physical restraint procedures are also required. Completion of the instructor's certification course, as well as the Field Training Officer Certification Course/Detention Training Officer Certification Course, as assignment requires.

OTHER SKILLS and ABILITIES:

The individual in this position must be familiar with and have ability to operate the AFIS (Automated Fingerprint Identification System) and have ability and qualifications to be certified to operate the ACIC (Arkansas Crime Information Center) and the NCIC (National Crime Information Center) computer.

Must not have a felony conviction of any kind or domestic abuse conviction and before selection into this position, must be able to withstand a complete background investigation, polygraph examination

and credit history report and in addition, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring.

The incumbent must be able to perform all of the following as well as supervise others in the following: physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a breath analyzer, calculator, PC computer, AFIS computer, vehicle, and radio . Must possess a valid Arkansas Driver's License.

The incumbent must be able to perform the following: physical and mental stamina to fire weapons, react and move rapidly from sedentary to active condition in response to environmental situations, assume a variety of bodily positions and postures necessary to employ "cover and concealment" during a deadly force encounter, respond to a physical attack and possess the ability to escape attacker, subdue attacker and/or summon aid. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters.

All of these actions/activities may be required while wearing a duty belt and related equipment that could weigh up to 20 lbs. or more.

Work involves an element of personal danger and high levels of physical, emotional and mental stress to deal with people in various situations, including intoxicated / uncooperative persons, hostile persons, armed persons, tragedy, domestic abuse, child abuse and neglect, homicide, suicide, infanticide and encountering aggressive or dangerous animals.

Likely to encounter verbal abuse and violence exposure in the line of duty.

These are all things that impact emotional and mental health.