

BLACK HAWK COUNTY SHERIFF'S OFFICE  
JOB ANALYSIS AND DESCRIPTION

SERGEANT

POSITION SUMMARY

A Sheriff's Office Sergeant is routinely assigned as a supervisor within a given division or may be assigned other duties as authorized by the Sheriff. Sergeants are under the direct supervision of the respective division commander or in the division commander's absence, the shift supervisor (Lieutenant) will be in direct command.

JOB DUTIES AND RESPONSIBILITIES

Each of the following tasks, duties and responsibilities are performed on an ongoing basis unless otherwise noted. The duties and responsibilities of this position include, but are not necessarily limited to:

Insures that policies, procedures, rules, regulations and other Sheriff's Office directives are carried out by subordinates.

Conducts thorough and accurate evaluations of subordinates.

Makes recommendations for training, instruction or academic needs as may be required.

Assists the division Captain in planning and directing work assignments to obtain maximum efficiency and effectiveness from available personnel.

Supervises the duties of shift personnel.

Insures that pertinent information is passed on to shift personnel at the beginning of each shift.

Conducts incidental training to insure that deputies are kept current on departmental rules, regulations and other directives or topics as assigned.

Inspects the equipment and appearance of subordinate personnel.

Checks subordinates' performances and gives instruction when needed.

Prepares clear, concise and technically accurate reports and reviews the reports of all subordinates.

Oversees shift FTO Program and probationary deputies.

Personally investigates all accidents or injuries to subordinate personnel.

Makes written recommendation for commendation for outstanding performance.

Accepts responsibility for the morale and good discipline of subordinate personnel.

Responds to major incidents and supervises the deputies assigned to the scene. This may be on a twenty-four hour basis depending upon the division assignment as assigned by the Sheriff.

Responsible for that body of knowledge which is germane to the Sergeant's division.

Maintains a thorough understanding of criminal laws, procedures and codes applicable to the Sergeant's division.

#### JOB QUALIFICATIONS

Must have four years experience as a Deputy Sheriff for this office.

Must pass the appropriate Civil Service promotional test.

Must be in the top ten of those passing the written Civil Service test.

Must have comprehensive knowledge of Sheriff's Office policies and procedures, rules and regulations.

Demonstrate leadership and administrative skills commensurate with the position of Sergeant.

Must be thoroughly versed in the operations of the division assigned to.

Ability to prepare clear, concise, accurate reports and communicate effectively verbally.

Ability to supervise, instruct and review the work of subordinates.

Ability to deal firmly and courteously with the public and to establish and maintain effective relationships with the public and other agencies.

Considerable knowledge of Federal, State and local statutes and administrative rules governing the Sergeant's division.

Ability to analyze problems and situations, and to adopt quick, effective and reasonable courses of action with due regard to the hazards and circumstances thereof.

Skill in the use and care of firearms and other defensive weapons and tactics.

Physical skills commensurate with the demands of the Sergeant's division.