

# Law Enforcement Sergeant



## Position Description

### Status

Full-Time, Exempt

### Compensation

12% above top step of B24 or 12% above base hourly wage of Road Patrol Deputy with highest seniority, whichever is greater

### Bargaining Unit

POLC – Road Command

### Reports to

Lieutenant

### Supervises

Road Patrol Deputies

### Position Category

Manager

## Summary

Performs all of the essential duties of a Road Patrol Deputy in addition to supervising a patrol shift, overseeing all major incidents, coordinating training, command special units, review reports, maintain department equipment, conduct internal investigations, obtain warrants, assist multiple agencies, case oversight, grant writing, program administration and budgeting.

## Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Provides supervision to Road Patrol Deputies and any other sworn or civilian personnel including Detectives, Marine Patrol, Snowmobile Patrol, and Reserve Deputies.
2. Oversees the work of the Road Patrol Deputies and other sworn or civilian personnel through assistance, training and mentoring, monitoring their statistics, reviewing their reports, deploying resources appropriately, offering input on decision making, and directing their activities.
3. Respond to calls for service from the public and perform routine road patrol duties.
4. Oversee major crime scenes, accidents, and events in the County that could include natural disasters, large community events, death investigations, major property crime, missing persons, serious injury or fatal traffic crashes, and dignitary protection.
5. Provide training to department personnel and others in areas including Firearms, CPR, First Aid, Blood Borne Pathogens, Defensive Tactics, Drunk Driving Detection, Active Shooter Response, Evidence Collection, Crash Investigation, and Field Training.
6. Command and supervise specialist units within the Sheriff's Office through on scene management of critical incidents, training and documentation of these incidents, review of current

policies and tactics, budgeting, pre-planning for critical incidents, and selection of team members for specialty units.

7. Assists with internal investigations, the investigation of citizen complaints of misconduct, and participates on disciplinary boards of review.
8. Manages the productivity, cost analysis, compliance, and reporting of assigned grants.

## **Competencies**

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position has direct supervisory responsibilities.

## **Work Environment**

This job operates in various indoor and outdoor settings where the employee may need to deal with individuals in various states of intoxication, emotional, and mental conditions; will be required to work outside in all types of weather; exposure to a variety of foul odors; exposure to contact with the bodily fluid of others; must be able to drive a vehicle.

## **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 must have the ability to take and pass the agency annual physical fitness test as outlined by MCOLES; ability to physically restrain assaultive persons; lift, carry, and otherwise assist injured persons; climb stairs, ladders, fences, and other obstacles; walk and run overall types of terrain; stoop, kneel, or crawl; ability to withstand periods of prolonged standing.

## **Travel**

Travel is required throughout the County.

## **Required Education and Experience**

1. Associates Degree in Criminal Justice or related field.
2. Michigan Commission on Law Enforcement Standards (MCOLES) Certified.

3. Certified in the following: Firearms qualification, CPR, First Aid, Blood Borne Pathogens, LEIN certification, Emergency Vehicle Operations, Defensive Tactics, Unified Incident Command Training, Data Master, Radar, and Standard Field Sobriety Testing.
4. Five (5) years of experience as a Deputy Sheriff.
5. Possess a Valid Michigan Driver's License.

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_