



## **SERGEANT: SERVICES, ENFORCEMENT, ADMINISTRATION**

<b>Job Code:</b>	Grade 18
<b>Exempt:</b>	No
<b>Department:</b>	Sheriff's Office
<b>Reports to:</b>	Lieutenant
<b>Location:</b>	Sheriff's Office and in Field
<b>Date Revised</b>	September 26, 2024

Safety Sensitive Designation Requirements:

**This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing.**

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible.*

- Regular and Reliable attendance required

### **Summary:**

The Sergeant(s) play a vital management role within the Sheriff's Office, serving as the first-line supervisors of operations. Reporting directly to the Lieutenant (Department Commander) and functioning under the general oversight of the Captain (Division Commander), the Sergeant(s) differentiate themselves from Corporals and Deputies by performing a comprehensive range of duties while supervising personnel and managing administrative functions for an assigned unit, section, or team, both within the county and in external jurisdictions. This includes coordinating equipment, staffing, and daily operations, ensuring strict adherence to law enforcement standards.



## WASHINGTON COUNTY

### *Job Description –Sergeant Services/Enforcement/Administration*

The position is inherently high-stress, demanding exceptional leadership skills, as the Sergeant(s) supervise both sworn and civilian personnel. Key responsibilities encompass the preparation of special reports, delivering community presentations, enhancing public safety, and fostering positive community relations. The Sergeant(s) is integral to overseeing the department's overall training programs, ensuring all personnel are well-prepared to meet the demands of law enforcement. This includes providing comprehensive firearms training and maintaining high standards of safety and effectiveness, ensuring deputies are proficient and confident in their skills.

In the absence of the department commander, the Sergeant(s) may be required to act as the commander, assuming full administrative accountability for operations and activities within the division. Candidates must possess a thorough understanding of law enforcement administration and meet all Commission on Law Enforcement Standards and Training requirements. Additionally, they must be certified law enforcement officers with a comprehensive knowledge of applicable standards and regulations.

Successful candidates are required to complete the Criminal Justice Institute's School of Law Enforcement Supervision or an equivalent program, Field Training Officer School, and obtain General Law Enforcement certification along with training in interview and interrogation techniques. The Sergeant(s) is expected to play a vital role in protecting and serving the community while effectively managing the inherent risks and responsibilities associated with law enforcement operations.

### **Essential Duties and Responsibilities**

- **Included but not limited to:** Community Services, Transport, Field Services, Courthouse Security, and administrative duties.
- **Patrol and Investigation:** Conduct comprehensive patrols throughout the County, actively investigating and reporting motor vehicle accidents while providing assistance to other agencies involved in traffic law enforcement.
- **Respond to Complaints:** Address all complaints received by the Sheriff's Office, including civil matters such as family disturbances, civil stand-bys, property disputes, and missing persons cases. Demonstrate a thorough understanding of the civil process, particularly regarding Orders of Protection, to ensure victims' rights are upheld while conducting extra patrols to enhance community safety.
- **Criminal Complaint Management:** Respond to and investigate a wide range of criminal activities, including but not limited to traffic violations, homicides, burglaries, and assaults. Execute arrests and follow established procedures to ensure legal compliance.
- **Documentation and Reporting:** Prepare and submit detailed reports, interviewing suspects and witnesses as necessary, and representing the department in court proceedings.
- **Case Management:** Manage cases from initiation to resolution, serving civil papers and warrants, and completing special assignments as directed by the Lieutenant.



## WASHINGTON COUNTY

### *Job Description –Sergeant Services/Enforcement/Administration*

- **Equipment Maintenance:** Ensure the routine maintenance of patrol unit equipment, including mobile computers, printers, RADAR systems, and radios, to uphold operational readiness.
- **Community Engagement:** Deliver presentations on law enforcement topics to local groups, provide child identification cards at community events, and fulfill other public relations responsibilities as assigned.
- **Major Crime Investigation:** Respond to and investigate serious allegations, such as sexual assaults and suicide attempts, within the detention facility. Secure crime scenes while ensuring all detainees receive care consistent with state standards and legal rights.
- **Prisoner Transportation Liaison:** Facilitate arrangements for prisoner transportation and serve as a liaison among the jail, Circuit Judges, Prosecuting Attorneys, defense attorneys, and detainee families. Maintain up-to-date knowledge of prisoner transportation protocols, including those for involuntary commitments, and be available for after-hours calls.
- **Facility and Equipment Oversight:** Monitor the maintenance of jail equipment and premises, coordinating necessary repairs to ensure safety and operational efficiency.
- **Reporting and Evidence Management:** Prepare special reports, conduct facility inspections, and ensure proper evidence collection for court testimony on civil and criminal matters.
- **Budget and Planning Assistance:** Assist in the preparation of budgets, jail planning, and billing processes for the Arkansas Department of Corrections and U.S. Marshal's Office, ensuring timely filing of criminal history petitions.
- **Professional Conduct:** Ensure that all interactions with the Sheriff's Office are conducted courteously and in compliance with federal and state laws, including providing accurate information in accordance with the Freedom of Information Act.
- **Detainee Rights Oversight:** Safeguard the rights and safety of detainees, ensuring compliance with legal standards and the provision of basic needs.
- **Advanced Training Participation:** Engage in continuous professional development through advanced training in law enforcement practices, drug identification, court systems, and enforcement operations.
- **Self-Defense and Tactical Training:** Complete advanced training in self-defense, physical restraint procedures, and the use of less-than-lethal control tactics, including Taser, baton, and pepper spray.
- **Legal Knowledge Maintenance:** Stay current on County policies and procedures as well as federal and state laws to ensure ongoing compliance.
- **Probable Cause Evaluation:** Demonstrate the ability to effectively evaluate probable cause for detainment and search warrants, with a comprehensive understanding of Criminal Procedure rules.
- **Supervision of Personnel:** Directly oversee Corporals, deputies, and assigned civilian personnel, ensuring effective performance and compliance with departmental protocols.
- **Performance Appraisal Execution:** Conduct meaningful performance evaluations of assigned employees, maintaining detailed documentation of officer performance.
- **Courthouse Security Coordination:** Supervise and coordinate security measures for all Washington and Madison County Courthouses, ensuring adherence to safety protocols.



## WASHINGTON COUNTY

### *Job Description –Sergeant Services/Enforcement/Administration*

- **Time Management and Compliance:** Maintain accurate time clock records, ensuring compliance with military leave, FMLA, Workers' Compensation, and County policies.
- **Alcohol Beverage Control Checks:** Oversee and coordinate compliance checks related to Alcohol Beverage Control.
- **Assignment Planning:** Assist in planning and directing work assignments for part-time, auxiliary, and civilian personnel, coordinating community events to ensure a visible police presence.
- **Property and Evidence Management:** Ensure compliance with procedures for the storage and release of property and evidence.
- **Animal Control Knowledge:** Possess a clear understanding of animal control response procedures and the intake protocols at the Washington County Animal Shelter, ensuring the maintenance of facility cleanliness through inmate labor.
- **Shift Scheduling and Management:** Manage shift scheduling, including time-off requests and training, ensuring adequate staffing levels at all times.
- **Courthouse Equipment Management:** Ensure the availability and functionality of security equipment for courthouse deputies, including x-ray machines and metal detectors.
- **Security Oversight:** Oversee security operations for Washington County Courthouses and adjacent parking areas.
- **Personnel Management:** Supervise shift deputies across various locations during investigations and transports, ensuring effective deployment and collaboration.
- **Stakeholder Engagement:** Regularly liaise with elected officials and judges to address security concerns and enhance operational integration within courthouse security protocols.
- **Bailiff Responsibilities:** Understand and be prepared to fulfill bailiff duties as necessary, ensuring courtroom security and procedural compliance.
- **Vendor Coordination:** Work with IT to manage security clearance protocols for vendor access to courthouse locations, maintaining compliance with security standards.
- **Quorum Court Participation:** Actively participate in Quorum Court meetings as a supervisory representative, providing insights on security matters to inform courthouse safety policies.
- **Background Check Administration:** Conduct background checks as required.
- **Additional Duties:** Perform other related duties as assigned, demonstrating the flexibility and adaptability required in a high-stress law enforcement environment.
- **Travel Requirements:** Be prepared to travel significant distances on short notice as needed.
- **Perform Additional Duties:** Execute other tasks as assigned by supervisors.

#### **Overall Management Responsibilities for Sergeant(s) Roles:**

The Sergeant is responsible for the comprehensive management and oversight of operations across enforcement, transport, and training units. This includes direct supervision of personnel, ensuring adherence to policies, and facilitating effective communication across shifts for operational continuity.

Leadership is paramount; the Sergeant fosters a positive work environment through regular



## WASHINGTON COUNTY

### *Job Description –Sergeant Services/Enforcement/Administration*

training sessions, performance evaluations, and proactive coaching. They contribute to developing and implementing training programs that enhance team capabilities. Compliance with legal and institutional policies is critical. The Sergeant conducts audits and inspections, implementing best practices to uphold legal and ethical standards across all operations. They prioritize the safety and well-being of all personnel involved in operations, enforcing health and safety protocols and addressing grievances.

As a liaison between the department and the community, the Sergeant promotes transparency, participates in community meetings, disseminates public information, and develops programs encouraging positive stakeholder interactions.

The Sergeant leads investigations into incidents, gathering evidence, interviewing involved parties, and preparing reports that inform operational decisions and enhance safety protocols. They assess current practices and propose efficiency and safety improvements while ensuring preparedness for emergencies, coordinating crisis responses, and conducting post-incident debriefings.

Accurate record-keeping is crucial for operational accountability, and the Sergeant oversees this process to ensure compliance with legal standards.

### **Qualifications**

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

### **Education and Experience**

Bachelor's degree (or equivalent) in a related field such as Criminal Justice, Public Administration, Business Administration, or a similar discipline, plus four years of relevant experience and/or training, including two years of management experience, or an equivalent combination of education and experience. Broad knowledge in fields such as accounting, marketing, business administration, and finance is preferred.

### **Communication Skills**

Exhibits strong communication abilities in both one-on-one and small group settings, engaging effectively with customers, clients, the general public, and colleagues. Proficient in crafting clear and concise reports, business correspondence, and policy/procedure manuals. Adept at presenting information persuasively and responding to inquiries from managers, clients, customers, and the public. Demonstrates the ability to analyze complex issues, gather relevant data, and establish a factual foundation for sound conclusions, particularly in high-pressure environments. Skilled in rapidly assessing various scenarios to identify underlying problems and collect essential information necessary for informed decision-making, especially in high-stress situations.

Skilled in rapidly assessing various situations to identify underlying problems and gather



## WASHINGTON COUNTY

### *Job Description –Sergeant Services/Enforcement/Administration*

essential information necessary for informed decision-making. Capable of interpreting a wide range of technical instructions, both mathematical and diagrammatic, and applying this knowledge effectively in real-world scenarios. Proven ability to manage complex situations that encompass both abstract concepts and concrete variables, ensuring the safety and security of individuals throughout the county.

#### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, and volume. Proficiency in applying concepts like fractions, ratios, and proportions to practical situations.

#### **Critical Thinking Skills**

Demonstrated ability to identify and analyze problems, gather pertinent data, and establish factual conclusions, particularly in high-pressure situations. Proficient in quickly assessing circumstances to pinpoint issues and collect critical information necessary for informed decision-making. Capable of interpreting a wide range of technical instructions, both mathematical and diagrammatic, while navigating complex scenarios with abstract and concrete variables.

#### **Certificates, Licenses, Registrations**

##### **Required:**

- Must possess a valid Arkansas Driver's License.
- Completion of a jail standards certification training course or equivalent.
- State certification through the Arkansas Commission on Law Enforcement Standards and Training.
- Annual firearms qualifications.
- Completion of the Law Enforcement Supervisor instructor certification course and the Field Training Officer Certification Course or equivalent.

##### **Preferred:**

- Crisis Intervention Training
- First Aid/CPR Certification
- Tactical Response Training Certification

#### **Software Skills**

Proficiency in the department's reporting system is crucial for effectively creating, reviewing, and approving reports. Strong skills in the Microsoft Office Suite, particularly in Word for documentation, Excel for data analysis and budgeting, and PowerPoint for presentations, are essential. Basic database management skills are required for data entry and access, while



## WASHINGTON COUNTY

### *Job Description –Sergeant Services/Enforcement/Administration*

knowledge of Geographic Information Systems (GIS) aids in mapping and spatial analysis relevant to operations. Additionally, the ability to troubleshoot common software and hardware issues ensures smooth operations. Understanding digital evidence management, cybersecurity best practices, and social media engagement further enhances the role in effective communication and data security.

### **Working Conditions**

This position entails potential exposure to hazardous situations, including fires, chemicals, electrical sources, and interactions with potentially dangerous individuals. The following characteristics represent the work environment an employee may encounter while performing the essential functions of this role. Reasonable accommodations may be made to assist individuals with disabilities in fulfilling these functions.

While carrying out the duties of this position, employees may regularly face high and precarious locations, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock, radiation exposure, and vibrations.

The roles of Enforcement Sergeant, Training Sergeant, and Transport Sergeant involve varying working conditions that require a high level of alertness and adaptability. These positions are crucial for maintaining public safety and ensuring the effective operation of law enforcement duties.

- **Physical Environment:** Employees operate in diverse settings, including patrol vehicles, training facilities, and public spaces. They may encounter hazardous environments such as high-crime areas, traffic incidents, and emergency situations necessitating immediate intervention.
- **Mental and Emotional Demands:** The nature of law enforcement work can be mentally and emotionally challenging. Officers often confront high-stress situations, including interactions with aggressive individuals, managing volatile scenarios, and responding to traumatic incidents. Continuous exposure to these circumstances may lead to psychological stress, highlighting the need for strong coping mechanisms and support systems.
- **Safety Risks:** Officers in these positions may encounter several physical dangers, including:
  - **Violence:** Engagements with suspects or individuals in crisis may result in physical confrontations, requiring self-defense and conflict resolution skills.
  - **Traffic Hazards:** Officers frequently operate in traffic-heavy environments, facing risks from moving vehicles, especially during traffic stops, pursuits, or emergency responses.
  - **Environmental Factors:** Officers may experience adverse weather conditions, necessitating adaptive strategies to maintain effectiveness despite environmental challenges.



## WASHINGTON COUNTY

### *Job Description –Sergeant Services/Enforcement/Administration*

- **Training Responsibilities:** The Training Sergeant is tasked with ensuring that all personnel are adequately prepared to manage these dangers through ongoing training programs. This includes instruction on tactical responses, de-escalation techniques, and safety protocols, emphasizing the importance of preparedness in mitigating risks.
- **Transport Duties:** The Transport Sergeant is responsible for overseeing the safe and secure transport of individuals, ensuring the safety of both officers and transported persons during transfers. This role involves managing potential escape attempts or disturbances during transport.
- **Collaboration and Support:** Officers will collaborate closely with fellow law enforcement personnel, support staff, and community members. Strong teamwork and communication skills are essential for addressing the inherent dangers associated with each role.

### **Physical Demands**

The physical activities required for this position are representative of those necessary for employees to effectively perform the essential functions of their job. Reasonable accommodations may be provided to enable individuals with disabilities to fulfill these functions and expectations. The role involves semi-repetitive, low physical activity that necessitates periods of concentration based on task requirements.

In the course of performing job functions, employees will frequently be required to stand, walk, sit, and utilize their hands for tasks such as fingering, handling, or feeling. Additionally, reaching with hands and arms, as well as engaging in verbal communication or auditory tasks, will be necessary. Occasionally, employees may need to climb or maintain balance, stoop, kneel, crouch, or crawl. There may be instances where lifting and/or moving items exceeding 100 pounds is required. Specific visual abilities essential for this role include close vision, distance vision, color vision, peripheral vision, depth perception, and the capacity to adjust focus.

### **Commitment to Diversity and Inclusion**

Our organization is committed to fostering a diverse and inclusive work environment. We encourage applications from candidates of all backgrounds and experiences.

### **Disclaimer**

This job description is intended to outline the general duties and qualifications for the position. It should not be construed as an exhaustive list of responsibilities or requirements. The County Sheriff's Office reserves the right to assign or reassign duties and responsibilities at any time.



**WASHINGTON COUNTY**

*Job Description –Sergeant Services/Enforcement/Administration*

**SIGNATURE SECTION:**

This job description has been approved by all levels of management:

HR Director: \_\_\_\_\_

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

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