

## **DEPUTY SHERIFF SERGEANT**

### **DEFINITION OF WORK**

Employees in this class perform supervisory law enforcement work in coordinating the shift activities of a large patrol unit or the managing of activities of a specialized enforcement unit such as the highway interdiction, recruitment and backgrounds, and sex offender. Employees in this class supervise the activities of other deputies or assigned staff on an assigned shift or program in the Sheriff's Office. Employees serve as a working supervisor in performing similar work as the class of Deputy Sheriff, as well as in a supervisory capacity whether it be assisting the Deputy Sheriff Lieutenant direct a patrol shift or independently supervising a smaller specialized program area. In the role of supervisor, employees manage and direct a shift; organize and assign the daily work function in an effective and efficient manner; assure orientation and field training of new officers; review reports and correct as needed; and provide back-up to deputies during shift operations. Non-supervisory duties are similar to those of the supervised Deputy Sheriff positions. Employees assigned to work independently in a program area typically have more accountability for work results and work assignments are considered more complex. This work is typically performed under supervision and requires the application of modern law enforcement techniques, sound judgment, and independent initiative in pursuit of work objectives. Work is performed in accordance with Departmental policy and State and federal law, supplemented with specific directions from superior officers. Work is performed under the direct supervision of a Deputy Sheriff Lieutenant or Deputy Sheriff Lieutenant and is evaluated through observation, review of reports, and discussion concerning how particular situations are handled.

### **EXAMPLES OF WORK**

Employees perform law enforcement work and serve as the supervisor for a patrol shift or in a specialized program within a division of the Sheriff's Office; make work assignments; assure court and security coverage; review and correct officer reports; orient and assure training of new staff; participate in determining work procedures; provide technical advice in area of assignment; provide feedback on deputy work; counsel deputies on performance issues and provide warnings; work with higher level command staff on more serious disciplinary actions; make work assignments to officers based on occurrences on previous shifts or as needs arise; make daily assignments during briefings; patrol geographical area within County; provide back-up for other officers and respond to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior; complete calls by determining true nature of the situation and taking whatever legal or persuasive actions are warranted; prepare records and reports of activities; review other officers' reports; maintain custody of evidence and documents the custody of evidence; dispose of evidence or return evidence after court disposition; attend training to maintain certifications and increase knowledge and skills. Employees perform other related work as required.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience:**

Completion of a two-year Associate's degree in Criminal Justice, supplemented with a variety of law enforcement courses, and two years of experience in law enforcement work; or an equivalent combination of training and experience.

**Knowledge, Skills, and Abilities:**

Considerable knowledge of the State and federal laws, local ordinances pertaining to law enforcement operations; considerable knowledge of modern investigative techniques, principles, and procedures; considerable knowledge of the principles of physical evidence collection and usage; considerable knowledge of court procedures used in criminal, civil, and domestic court; considerable knowledge of the geographical layout of the County; skill in the use of firearms and other law enforcement equipment and in the application of self-defense tactics; ability to act with sound judgment in routine and emergency situations; ability to work closely and in harmony with representatives of other law enforcement and investigative agencies in matters of common interest; ability to present effective court testimony; ability to prepare clear and concise activity reports; ability to build and maintain cooperative and effective public relations with co-workers, subordinate staff, and the community; ability to train new officers.

**SPECIAL REQUIREMENTS**

Before assignment to sworn duties, employees must have completed at least the minimum requirements established by the North Carolina Sheriff's Training and Standards Commission for certified law enforcement officers. Background check with local law enforcement agency required. Must have and maintain a valid North Carolina driver's license with an acceptable driving record. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

**ADA REQUIREMENTS**

Employees are subject to hazards associated with law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, search and rescue situations, and hazardous spills with fumes, oils, gases, or flammable liquids. Work may subject employee to compliance with final OSHA standards on bloodborne pathogens.

**PHYSICAL REQUIREMENTS**

Must possess the visual acuity to operate a law enforcement vehicle and distinguish details and differences when observing people, places, or things in law enforcement work; and to perform extensive reading, work with figures, operate a computer terminal and prepare and review a variety of records and reports.

Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds frequently; and 10 pounds constantly.