

*Code: 3212*

*Title: SERGEANT*

**SUMMARY:** Performs supervisory support or investigative law enforcement commanding or assisting in the command of a law enforcement team or unit and may be assigned specialized duties in administrative or technical units with limited supervisory responsibility.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Prioritizes and oversees the activities of law enforcement officers performing departmental duties on an assigned shift or on specific calls and deploys officers;  
Assigns, inspects and evaluates the work of officers and other staff;  
Performs duties of a law enforcement officer as necessary, including patrols, arrests, issuing of citations and criminal cases and testifying in court;  
Issues information and orders at briefings and advises officers on problems with the officer's work;  
Recommends personnel actions to command officers and assists in matters concerning discipline;  
Maintains records of attendance and schedules vacation and time off;  
Assists section commander with administrative assignments, such as writing disciplinary actions and planning operations;  
Oversees the work of a team of deputies involved in initial and supplementary investigation of a crime;  
Supervises and participates in the interviewing of victims, witnesses and complainants, the identification, collection and preservation of evidence and the apprehension, interrogation and arrest of suspects;  
Testifies at hearings and in court;  
Supervises the execution of various writs, the service of civil and criminal subpoenas and other court orders;  
Supervises and participates in administrative and operational research and planning activities;  
Directs and reviews the preparation of reports;  
Supervises the maintenance of law enforcement records, such as summonses, photos, mileage and fingerprint classifications;  
Directs, reviews and participates in the preparation of reports;  
May personally investigate difficult cases and conduct internal investigations in exceptional circumstances;  
Supervises, inspects and evaluates the work of volunteers;  
Trains officers and other staff in department related activities;  
Mediates disputes among employees and between employees and people in the community;  
Represents the unit or the department as a spokesperson presenting information and answering questions;  
Develops course outlines, lesson plans, training aids and tests and instructs in law enforcement academy and in-service training conferences and meetings.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- . law enforcement principles, practices and equipment;
- . law enforcement support services and/or investigative work;
- . the principles and practices of leadership;
- . the standard rules and regulations of a recognized law enforcement agency;
- . methods and techniques of interrogation;
- . the preservation of evidence and the laws regulating its admission into court;
- . controlling laws and ordinances;
- . the roads and routes within the County;

- the social sciences as they relate to public services and law enforcement.

Skill in:

- observing situations analytically and objectively, making quick decisions and documenting information clearly and completely;
- reacting quickly and calmly in emergencies;
- planning, organizing and supervising law enforcement and support activities;
- gathering, analyzing and evaluating facts and evidence;
- the application of law enforcement principles and practices;
- managing difficult situations firmly, courteously, tactfully and impartially;
- communicating effectively, both orally and in writing and reading comprehension
- inspecting, caring for and using firearms and department authorized equipment such as motor vehicles and computers;
- establishing and maintaining effective working relationships with the public, department members and others;
- recognizing and effectively handling problematic employee behaviors and resolving conflicts.

MINIMUM QUALIFICATIONS:

Three years of current, continuous service as a Deputy Sheriff with the Pima County Sheriff's Department.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Arizona Drivers License with appropriate endorsement(s), as defined by the Appointing Authority. Failure to maintain the required licensure may be grounds for termination.

Special Notice Items: At time of appointment, must be 21 years of age, a resident of the State of Arizona, registered as a voter in Pima County, able to read and write the English language and eligible to be certified by the Arizona P.O.S.T.

Physical/Sensory Requirements: Ability to: stand for long periods of time; bend, reach, kneel and crouch; climb up and down stairs with speed and agility; hear and understand speech and radio transmissions; see clearly and recall visual details; lift and carry up to 75 pounds; perform tasks requiring dexterity and agility after running moderate distances; drive an automobile or van and speak clearly.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.