

**Sergeant: Patrol****GENERAL SUMMARY**

Primary functions of the job are to supervise, schedule, and train deputies; review and complete paperwork and reports; and act as a liaison with the public and other departments.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. May be required to work on-call in an emergency.

**PRIMARY DUTIES AND RESPONSIBILITIES** (may include but are not limited to the following)

- Acts as first line supervisor for designated patrol staff, including training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with Sheriff's Office objectives.
- Patrols assigned area, enforcing traffic laws, preventing law violations, observing and inspecting persons and property for potential illegal or hazardous activity or conditions, and responding to complaints, situations, or requests from persons requiring assistance.
- Conducts investigations of alleged or suspected criminal activity in response to complaints received or information developed in the course of activities; interviews complainants, witnesses, suspects, and others who may have knowledge of a crime in order to obtain facts and information; observes and inspects crime scenes to evaluate the crime and collect and preserve physical evidence; makes initial determinations of investigative actions; searches persons, vehicles and properties to locate and collect evidence of crimes; marks, packages, and preserves evidence collected.
- Effects lawful arrests of suspected criminals by taking them into physical custody, subduing or restraining, searching, explaining reason for arrest, advising them of their constitutional rights, and transporting them to the post or jail for further processing.
- Reviews and approves daily reports, incident reports, subpoenas, warrants, and overall activity of unit/shift.
- Remains available during on-duty hours to assist staff, if needed.
- Prepares court documents and disseminates to the County Prosecutor's Office, central dispatch, or directly to the court for review.
- Checks results of all complaints and supplemental investigations conducted during the shift.
- Responds to the scene of all serious accidents, crimes of violence, or crimes of a serious nature.
- Serves as Appeals Officer for the Inmate Disciplinary and Classification Procedures.
- Assists other shift members in the investigation of complaints, traffic policing, and calls for service as necessary.

- May supervise the operations of the marine patrol unit, including preparing and managing budget, purchasing, and maintaining boats for patrol use, administering dive/body recovery programs, and performing other related activities.
- Maintains open communication with fellow officers and supervisors and follows all policies and procedures of the Sheriff's Office, including the general policing philosophy of the Sheriff.
- Performs special duties/assignments as directed by Administrative Command Staff.

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- Associate degree in law enforcement, criminal justice, corrections, or related field
- Two to four years directly related experience
- Additional related experience may substitute for the college requirement if there is demonstrated knowledge, ability, and skills to perform the work

**CERTIFICATIONS, LICENSES**

- Possess and maintain valid Michigan Driver's License and must maintain eligibility to drive as per the County's Vehicle policy.
- Certified as a Corrections Officer in MI (MCOLES)

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

- Must successfully complete the employment screening process, which may include written and oral evaluations, psychological and physical screening, as well as a complete background investigation
- Must be in good health and able to perform police duties, free from chronic disease and any physical deformities, and able to pursue, apprehend, restrain, and control potential suspects/inmates
- May be required to successfully pass a physical readiness test yearly, per contract requirements
- In compliance with Michigan Statutory Provision for the office of Sheriff, the Sheriff of Grand Traverse County reserves the right to make the final decision regarding both the application of these requirements and the hiring of an appropriate applicant for this position within the department
- Required to serve in an "on-call" capacity in an emergency

## DISTINGUISHING CHARACTERISTICS

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines.

Compared to the Deputy, Patrol classification, has supervisory responsibilities. Compared to the Lieutenant classification, primary duties are not administrative in nature.

## PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or reach; reach with hands and arms; sit; stand; stoop, kneel, crouch, or crawl; talk and hear; smell; use hands to finger, handle, or feel.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to fumes or airborne particles, infectious diseases, criminal suspects or prison inmates.
- May occasionally be required to lift/move over 100 pounds.
- Must be able to work all shifts, weekends, and holidays for this 24-hour operation and be able to work mandatory overtime.

## KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation
- Knowledge of applicable State laws and departmental orders, rules, regulations, and policies
- Knowledge of lifesaving and first aid methods and techniques
- Knowledge of criminal justice procedures
- Knowledge of self-defense techniques
- Skilled in interviewing and interrogating suspects
- Skilled in the use of firearms
- Ability to operate equipment utilized in the work
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with the public, co-workers, and representatives of other agencies.
- Knowledge of basic supervisory and employee management principles
- Knowledge of applicable employee rights, protections, and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment, and separation of employees
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners, and telephones
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action

- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County
- Ability to understand managerial policies and prioritize the needs of the unit
- Ability to interpret and explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to compile, organize and maintain large quantities of information (written and non-written), documents, and files
- Ability to maintain composure during stressful situations
- Ability to subdue and restrain individuals
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently