

# Delaware County

## POSITION DESCRIPTION

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| Title: Patrol Sergeant                     | Department: Sheriff's Office |
| Reports to: Captain, Under Sheriff/Sheriff | FLSA Status: Exempt          |
| Approval Date: March 16, 2023              | Revision Date: N/A           |

### **Position Profile**

Under general supervision performs law enforcement work of moderate difficulty in enforcing laws, maintaining order, protecting life and property, and investigating and assisting in the prevention of crime.

### **Duties and Responsibilities**

- Supervises Daily Operations
- Grades and Monitor incoming reports
- Monitor and adjust staffing levels as needed
- Notify of needed equipment for you assigned officers
- Enforces Federal and State laws (including Oklahoma Motor Vehicle law)
- Performs police patrol tours of duty, protecting persons and property, and preventing crime.
- Investigates all complaints assigned to him/her.
- Collecting and preserving evidence, providing emergency first aid whenever necessary.
- Keeps records and writes/dictates complete, accurate and concise reports.
- Effectively utilizes a Mobile Data Terminal for informational and investigative purposes.
- Serves civil process as directed.
- Serves as courthouse security officer.
- Directs traffic and performs law enforcement duties at special events.
- Attends court whenever necessary as witness or otherwise.
- Attends schools and in-services as directed, successfully attaining passing grades.
- Operates/drives a squad car, snowmobile, or ATV as required.
- Complies with all Department Standard Operating Procedures, official orders, and directives.
- Successfully meets or exceeds the minimum standard or performance levels of those S.O.P.'s or directives that require periodic testing or qualifying.
- Performs such other duties as may be required.

### **Qualifications**

Must be at least 21 years of age. Must possess a valid Oklahoma driver's license. Cannot have any prior felony convictions. No unlawful use of a narcotic or dangerous drug within the past seven (7) years. No unlawful use of marijuana within the past three (3) years. No pattern of drug abuse. Must be willing to work rotating shifts, weekends, and holidays.

### **Education and/or Experience**

High school diploma or G.E.D preferred. Must be able to complete the Council on Law Enforcement Education training Academy (CLEET) upon employment.

### **Knowledge, Skills, and Abilities**

Ability to:

- Read, write, speak and understand the English language.
- Perform basic mathematical computations (add, subtract, multiply, divide in all units of measure, including whole numbers, common fractions, and decimals.)
- Protect the County's value by keeping information confidential.

- Perform assigned tasks under moderate supervision. Follow written and verbal instructions.
- Establish and maintain positive relationships with other upper management, supervisory staff, employees, and the general public. Work well alone or within a team.
- Present facts and recommendations in oral and written form. Prepare written reports and correspondence as required.
- Utilize MS Office products at basic (create new documents, open/edit existing documents) to intermediate (import/export data, create templates) skill level.
- Exercise sound judgment and solicit assistance for decisions in a manner consistent with the essential job duties and responsibilities.
- See problems and avoid situations that could be deemed illegal or represent a safety hazard to fellow employees or guests.
- Respond to inquiries or complaints from employees, guests, regulatory agencies, and others.
- Travel locally, regionally, or out-of-state as needed.
- Maintain physical condition and stamina appropriate to performance of assigned duties.
- Update job knowledge by participating in educational opportunities; professional organizations; attending expos/conventions; and developing or maintaining professional networks.
- Obtain knowledge of roads and routes within the County.
- Observing situations analytically and objectively, making quick decisions, and recording information clearly and completely.
- Managing situations firmly, courteously, tactfully, and impartially.
- Preparing and maintaining records and reports .
- Communicating effectively, both orally and in writing.
- The safe operation of a motor vehicle.
- Performing defensive tactics which require quick reflexes, agility, coordination, and strength.
- Obtaining valid information by interview and interrogation.
- Gathering, analyzing, and evaluating facts and evidence.

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is a safety sensitive position.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. Must be able to climb up and down stairs with speed and agility. Must be able to perform tasks requiring dexterity and agility after running moderate distances. See and recall visual details. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to seventy five (75) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to drive an automobile.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to risks associated with travel between properties and back and forth to other areas as may be required due to business demands. Will be exposed to a physically challenging environment, which may include; exposure to Bloodborne and Airborne pathogens, physical assault, verbal assault, loud noises, prolonged sitting, and restricted movement outside of the facility.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The duties and responsibilities listed within this job description are subject to change or reassignment by management at any time.

Read and Sign:

I have read the above job description and received a copy of said description. I understand and am fully aware of the requirements of the position. I hereby acknowledge and agree that I am capable of fulfilling all job duties and requirements, including the physical requirements, and that I am fully able to comply with the job description.

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Employee's Name (Printed)

Date

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Employee's Name (Signature)

Date