

## Patrol Sergeant

Lincoln County

Sheriff's Department

### POSITION SUMMARY

Under the supervision of the Lincoln County Sheriff and Undersheriff, the Sergeant is a non-exempt position under FLSA. This employee is responsible for the supervision of the deputy staff in the absence of the Sheriff, Undersheriff or Lieutenant. This employee handles various job responsibilities including assigning duties, supervising subordinate personnel and communicating department policies and guidelines in the absence of the Sheriff, Undersheriff or Lieutenant. This employee should possess excellent organizational, communication, and public relation skills, have the ability to handle numerous duties simultaneously, and have the ability to handle confidential information without compromise. This position has limited access to protected health information.

### ESSENTIAL FUNCTIONS

- Enforces all federal, state, and local laws and ordinances in all areas of Lincoln County;
- Responsible for assisting in supervising of Sheriff's Department deputies in the absence of the Sheriff, Undersheriff or Lieutenant;
- Serves as 1<sup>st</sup> line supervisor of deputy staff while on duty;
- Protects the lives and property of the citizens of Lincoln County;
- Makes arrests and issues traffic citations;
- Performs routine patrol duties & building checks;
- Responds to complaints, crimes, disturbances, disaster situations, & missing person searches;
- Investigates crimes and accidents and gathers evidence;
- Responds to emergency situations and assists other emergency services personnel where needed;
- Provides citizen assistance;
- Operates law enforcement equipment including patrol vehicle, firearms, and communication equipment in a safe manner;
- Testifies in court;
- Insures department equipment is properly maintained;
- Serves warrants, subpoenas, and other legal documents;
- Provides leadership and assists with ongoing training for deputy personnel;
- Assists deputies with arrests and issuing of traffic citations performed by subordinate personnel;
- Follows department policies and procedures including safety procedures and practices

### MARGINAL FUNCTIONS

- Provides security during various activities and events, including funerals escorts;
- Attends and participates in all departmental training;
- Assists with jail duty, prisoner care and transports;
- Assists with public presentations when required;
- Assists other law enforcement agencies;
- Assists with weather watching and reporting;
- Performs animal control;
- Assists in planning and organizing special programs and activities;
- Assists with Emergency Preparedness response as assigned, according to chain of command;
- Performs other duties as deemed necessary or assigned.

**Sergeant  
Position Requirements**

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**EXPERIENCE:** One to three years of similar experience is preferred. Employee is expected to have acquired the necessary information to perform the job reasonably well within six months to one year of employment.

**EDUCATION:** A high school diploma or GED is required. This position requires graduation from the Kansas Law Enforcement Training Center; 40 hours of continuing education annually, successfully complete a psychiatric exam and possession of a valid Kansas Drivers License.

**TECHNICAL SKILLS:** Knowledge of all federal, state, and local laws and ordinances and law enforcement techniques. This employee must be able to operate firearms, patrol vehicles, computers, two-way radios, radar equipment, breath analysis equipment, and other law enforcement equipment. The ability to concentrate on tasks in the presence of distractions, complete forms, understand and anticipate problems, and read and interpret maps, manuals, legal documents, reports, and written instruction is required. This employee should have knowledge of the county geography and addressing system. The ability to remain calm in stressful situation, and to apply logical thinking in determining a proper course of action in a minimum of time is necessary. This employee should possess excellent public relation, oral and written communication skills.

**PROBLEM SOLVING:** Problem solving is a factor in this position. This employee encounters problems with domestic violence, citizen complaints, traffic violations, and criminal investigations.

**DECISION MAKING:** Decision-making is factor in this position. This employee makes decisions about making arrests, investigating crimes and accidents, and performs daily duties in the safest and most efficient manner.

**SUPERVISION:** This position works under the supervision from the Sheriff and Undersheriff. The Sergeant does serve as 1<sup>st</sup> line supervisor of the deputy staff while on duty but does not provide disciplinary action.

**FINANCIAL RESPONSIBILITIES:** This employee is responsible for department resources and equipment. This employee does not participate in the annual department budget.

**PERSONAL RELATIONS:** This employee has daily contact with the public, and at times deals with extremely tense and stressful situations. Interaction with co-workers, other county departments and supervisory personnel is expected.

**WORKING CONDITIONS:** Adverse working conditions exist within this position. Exposure to hazardous chemicals, explosives, heights, excessive noise, and adverse weather conditions is expected. This position is exposed to blood borne pathogens while investigating crime scenes, seizing and preserving evidence, and assisting emergency crews.

**PHYSICAL REQUIREMENTS:** Physical activity is required to perform the duties of this position. Some manual labor is required of this position, including sitting in a car for long periods of time, bending, lifting, standing, walking, reaching, pushing and pulling.

**ATTENDANCE:** Employee must be at their job performing essential duties on a regular and continuing basis with no excessive absences.