



CLASS SPECIFICATION

Class Title: Sergeant
Department: Sheriff
FLSA: Non-exempt

Class Code: 7760
Grade: 26
Eff. Date: 1/1/82
Revised: 8/2/22

GENERAL PURPOSE

Under the general supervision of a Lieutenant or other administrative superior, performs first line supervisory and technical law enforcement work.

EXAMPLE OF DUTIES

Incumbents in this class may be performing duties in more than one area as identified below:

A. Detective Sergeant: Supervises deputies. Performs technical work in the investigation of crime. Makes case assignments to subordinates. Establishes performance objectives for subordinate personnel and evaluates performance in accordance with Davis County and Sheriff's Office Policies and Procedures. Schedules deputies for adequate coverage including after hours on call. Assists, advises and evaluates cases assigned; reviews case reports submitted by Detectives. Maintains own caseload, collects evidence, conducts interviews, documents crime scenes, develops informants, and operates specialized investigative equipment. Assists in the preparation of annual budget. Supervises the security and maintenance of vehicles and equipment assigned. Ensures subordinates meet annual training requirements. Performs other law enforcement related duties including effective arrests, issuing citations, writing reports, testifying in court, qualifying with firearms and less than lethal weapons, and operating emergency vehicles. Performs other related duties as assigned.

B. Patrol Sergeant: Supervises deputies. Performs duties of a patrol officer to ensure public safety throughout Davis County with special attention to unincorporated areas and contracted incorporated cities. Supervises subordinates in the areas of law enforcement, paramedic services, and communications. Evaluates, oversees, trains, advises, and directs subordinates in their work. Serves as shift commander and coordinates and directs assigned department operations. Establishes performance objectives for subordinate personnel and evaluates performance in accordance with Davis County and Sheriff's Office Policies and Procedures. Ensures subordinates meet annual training requirements. Has delegated responsibility for the provision of effective and efficient services. Plans and schedules personnel for routine and unusual assignments during shifts. Provides input into the preparation of division budget, policies, and procedures. Performs other police duties including making arrests, testifying in court, writing reports, and issuing citations; operates firearms, radar, and emergency search and rescue equipment. Performs other related duties as assigned.

C. Civil Sergeant: Supervises deputies. Tracks and manages civil process. Assigns process for service. Establishes performance objectives for subordinate personnel and evaluates performance in accordance with Davis County and Sheriff's Office Policies and Procedures. Schedules full and part-time employees to ensure adequate number of deputies for process service. Reviews reports written by deputies. Assists in the preparation of the annual budget, including the projection of revenue from civil process. Prepares statistical reports on the service of process. Ensures subordinates meet annual training requirements. Supervises the security and maintenance of vehicles and equipment assigned. Performs other law enforcement related duties including: effective arrests, issuing citations, writing



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reports, testifying in court, qualifying with firearms and less than lethal weapons, and operating emergency vehicles. Assists other Sergeants in the Division with their assignments to include providing support for transport, extra security, warrants, and court services. Performs other related duties as assigned.

D. Corrections Sergeant: Supervises Correctional Officers I and II, Jail Operations Specialist I, II and III, and inmate workers assigned to kitchen. Assigns and monitors the work of other employees; evaluates performance in compliance with Davis County Personnel Policies and Procedures; identifies and addresses employee performance and/or behavior problems in a timely manner, and reports problems to the Corrections Lieutenant, Corrections Captain, or Chief Deputy as appropriate. Initiates and imposes disciplinary action as necessary or as directed. Supervises sanitation, cleanliness, security, and compliance with orders and regulations of the jail kitchen. Supervises all paperwork for the intake and release of jail inmates. Insures all inmate property is accounted for and secured. Insures security of jail, constitutional rights, safety of inmates, and adherence to jail practices and procedures. Books and releases inmates; supervises escorts. Supervises the operation of control room including camera monitors, control panel, and computer. Reviews and corrects records of incidents, visitations, medications, and bookings; submits information to jail lieutenant. Operates breathalyzer and two-way radio. Insures proper maintenance of equipment and jail facility. Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations. Performs related duties as assigned.

E. Court Services Sergeant: Supervises deputies providing security and bailiff services for courts. Assigns deputies to courts, security stations, and transportation of inmates. Establishes performance objectives for subordinate personnel and evaluates performance in accordance with Davis County and Sheriff's Office Policies and Procedures. Schedules full and part-time employees to ensure adequate coverage. Reviews reports written by deputies. Assists in the preparation of annual budget, including anticipated revenue from contracts with the courts. Prepares statistical reports on bailiff and security hours. Arranges transports. Ensures subordinates meet annual training requirements. Supervises the security and maintenance of vehicles and equipment assigned. Performs other law enforcement related duties including: effective arrests, issuing citations, writing reports, testifying in court, qualifying with firearms and less than lethal weapons, and operating emergency vehicles. Assists other Sergeants in the Division with their assignments to include support for transports, extra security, warrants, and Civil process. Performs other related duties as assigned.

F. Court Security Sergeant: Supervises deputies providing facility security services for courts. Assigns deputies to security stations and transportation of inmates. Establishes performance objectives for subordinate personnel and evaluates performance in accordance with Davis County and Sheriff's Office Policies and Procedures. Schedules full and part-time employees to ensure adequate coverage. Reviews reports written by deputies. Assists in the preparation of annual budget, including anticipated revenue from contracts with the courts. Prepares statistical reports on bailiff hours. Arranges transports. Ensures subordinates meet annual training requirements. Supervises the security and maintenance of vehicles and equipment assigned. Performs other law enforcement related duties including: effective arrests, issuing citations, writing reports, testifying in court, qualifying with firearms and less than lethal weapons, and operating emergency vehicles. Assists other Sergeants in the Division with their assignments to include support for transports, extra security, warrants, and civil process. Performs other related duties as assigned.

G. Justice Transports Sergeant: Supervises deputies providing transports, bailiff services in



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outlying courts, warrants services and extraditions. Establishes performance objectives for subordinate personnel and evaluates performance in accordance with Davis County and Sheriff's Office Policies and Procedures. Schedules full-time and part-time employees to ensure adequate coverage. Reviews reports written by deputies. Assists in preparation of the annual budget. Prepares statistical reports on warrants, court security, and bailiff hours. Ensures subordinates meet annual training requirements. Arranges transports and extraditions. Supervises the security and maintenance of vehicles and equipment assigned. Performs other law enforcement related duties including: effective arrests, issuing citations, writing reports, testifying in court, qualifying with firearms and less than lethal weapons, and operating emergency vehicles. Assists other Sergeants in the Division with their assignments to include support for transports, extra security, warrants, and civil process. Performs other related duties as assigned.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

High school diploma or equivalent plus five (5) years of full-time experience as a Correctional Officer, Law Enforcement Officer, or Deputy Sheriff.

2. **Special Qualifications:**

Must be certified as a full-time Law Enforcement Officer through the Utah Peace Officer Standards and Training Academy (POST); must maintain certification and complete required annual training.

Must achieve a qualifying score on the Sergeant examination. Must pass the Physical fitness test annually.

Must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. **Necessary Knowledge, Skills and Abilities:**

Knowledge of: current local, state, and federal laws, ordinances, and regulations; recognition, collection, preservation, and laws of evidence; criminal law and techniques of court procedures; investigative procedures and techniques; recording and reporting of activities; mechanics and techniques of arrest; accident investigation and reporting; principles, methods, and techniques of effective training, supervision, and personnel practices.

Skill in: the operation of firearms and other equipment related to official duties; operating an



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emergency vehicle in a safe manner and in compliance with all applicable practices, policies, procedures, and laws/regulations.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: accurately assess and take effective leadership role in emergencies; maintain composure during emergency situations; assign, supervise, and evaluate the work of others; compose correspondence and reports; maintain files, records, and reports; read and understand court and other criminal detail documents, arrest reports, and criminal histories; make arrests; remain alert and react to unexpected situations and emergencies; handle high levels of personal stress and maintain composure under a variety of adverse conditions, including verbal and physical abuse, witnessing death and critical injuries and experiencing risk of personal harm; collect and rapidly assimilate facts; examine witnesses effectively; restrain unruly persons, maintain confidences; establish and maintain effective working relationships with supervisors, subordinates, co-workers, the general public, community professionals, intra and interdepartmental personnel; communicate effectively (orally and in writing), follow written and oral instructions.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**