

Deputy Sergeant

Dept/Div: Sheriff

FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult protective service work patrolling assigned areas, supervising deputies and assisting with the overall operations within the patrol district, and related work as apparent or assigned. Work is performed under the general direction of the Chief Deputy Sheriff. Continuous supervision is exercised over Deputies and Investigators.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Patrol assigned areas to enforce laws and regulations to provide security and to detect violators; investigate complaints and domestic disputes requiring the presence of an officer, decides if any violation of laws have taken place; conducts arrests, searches, surveillance, and gathering evidence; investigates accidents, administers first aid, conducts investigations, gathers evidence and completes interviews.
- Investigate reports of mentally ill or intoxicated persons for their safety, transport to detox or medical facility when needed; investigate complaints from the public, inspects equipment and appearance of district officers.
- Investigate death scenes in the county and serve as Deputy Medical Examiner; identify deceased and secure crime scene and property; investigate, photograph, examine, and write narrative description of postmortem crime scene; locates and notify next of kin.
- Prepare reports and forms such as Offense Reports, supplemental reports, accident reports, corner reports, tow sheets, 72 hour holds.
- Serve legal papers such as summons and subpoenas, warrants, OFP's, HRO's.
- Participate in decisions regarding hiring promotion and evaluation of subordinates, assess training needs; evaluate employee performance and recommends/conducts performance and coaching forms.
- Provide direction and consultation to subordinates on technical or procedural matters, interpreting laws, policies or procedures for staff, analyze district or unit operations; conduct inspections and review internal reports to ensure operational efficiency and compliance with State and Federal Laws, departmental policies and other relevant regulations and rules.
- Schedule or monitor of scheduling of personnel to ensure proper coverage.
- Maintain liaison and working relationships with other law enforcement agencies, county departments, school districts, communities, business leaders, and other governmental organizations to ensure coordinated work efforts are maintained and quality service is provided to the public; represents the Pine County Sheriff's Office at meetings/conferences with neighborhood groups, government officials, civic organizations and other law enforcement agencies. Communicates with citizens and responds to concerns by phone or in person.
- Assist deputies with case management if necessary; provides specific work direction to reach goal of submitting timely, complete and accurate reports; assist deputy with developing priorities as needed.
- Assist in county search, rescue, and recovery operations over a wide area, sometimes involving rugged terrain and difficult weather conditions.
- Maintain patrol vehicles, issued equipment and firearms, in a clean and effective operating order.
- May establish protocol to enlist outside law enforcement entities; i.e. bomb squad, ERT, State Patrol, BCA including outside personnel; possesses competencies needed to write, execute and approve search warrants appropriately refers cases to investigation; work as a peer with all investigators to determine course of action on identified cases for investigation.
- Clearly and appropriately delegate both routine and important tasks and decisions; communicate clear expectations for delegated tasks; broadly share both responsibility and accountability.

Deputy Sergeant

Dept/Div: *Sheriff*

FLSA Status: *Non-Exempt*

- Participate as a member of divisional management team, establishes goals and objectives and develops plans to carry them out; make recommendations for improvement of departmental functions and services.

Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; comprehensive knowledge of Minnesota Criminal and Traffic Code; comprehensive knowledge of emergency responder skills and treatment, advanced investigation skills and case management; comprehensive knowledge of search warrants, offense reports, supplemental reports, scheduling, performance evaluations, medical examiner reports, accident reports; ability to operate squad car, water patrol boat, ATV, snowmobile, firearms, baton, mace, Taser radio. Comprehensive knowledge of Computer Aided Dispatch system, Shield (reports and data entry), BCA accident report for and private data access, ability to make arithmetic calculations, gram and kilogram conversion; ability to comprehend financial reports and bank statements; ability to remain courteous, analyze situations quickly, communicate effectively both orally and in writing; knowledge of standard office equipment, computer hardware and software.

Education and Experience

Associates/Technical degree in law enforcement or criminal justice, or related field and considerable experience law enforcement, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions, frequently requires standing, walking, sitting and climbing or balancing and occasionally requires stooping, kneeling, crouching or crawling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms' length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CPR Certification
Peace Officers Standards and Training (POST) License
Emergency Medical Responder
Advanced Supervision and Management Training
Advanced Investigative Case Management Training
Special Weapons and Tactics
Firearm Training
BCA/CAD Mobile Access
Emergency Management Training
Field Training Officer Training
Valid driver's license in the State of Minnesota.