

<b>EXEMPT (Y/N):</b>	No	<b>JOB CODE:</b>	CSC
<b>DEPARTMENT:</b>	Sheriff's Office	<b>CLASSIFICATION:</b>	136
<b>SUPERVISOR:</b>	Enforcement Sergeant	<b>SALARY RANGE:</b>	135
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	CCDSA

---

**GENERAL STATEMENT OF DUTIES:** Supervise and assist deputies on an assigned shift in the enforcement of state criminal laws, traffic laws, administrative rules and county ordinances. Supervise and assist in the deterrence, detection, investigation of crimes and apprehension of criminal suspects. Act as shift supervisor in the absence of the Sergeant.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

In the absence of and in assistance to the sergeant, supervise assigned shift including assigning and monitoring work, providing input to the sergeant in evaluating performance, training and providing input regarding disciplinary action.

Act as a coach to assigned deputies. Train deputies in patrol procedures, arrests, driving techniques, and departmental policies. Evaluate performance of assigned deputies. Assist in the recruitment process.

Assist in creating a positive and supportive work environment; enforces a safe workplace; establishes a culture of teamwork and communication; and creates a workplace that promotes the organizational values.

Prepare reports and affidavits for search and arrest warrants. Serve subpoenas and warrants of arrests, and make arrests.

Act as a community education officer. Speak at schools on aspects of law enforcement, crime prevention, and law enforcement careers when requested. Talk with homeowner groups concerning crime and burglary prevention.

Make recommendations to improve the operations and efficiency within the enforcement operations.

Follow all safety rules and procedures established for work areas. Comply with all relevant County and Sheriff's Office policies and procedures and ensure compliance from assigned shift. Work as a team with all other enforcement staff and supervise in support of the Sheriff's vision, directives and policy.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers and others is required.

**SUPERVISORY RESPONSIBILITIES:** In the absence of and in the assistance to the Sergeant, supervise an enforcement team on an assigned shift, to include training, assigning and monitoring work, providing input to the Sergeant when requested for performance evaluations. Provide input for disciplinary action, when required. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor contracts and applicable laws.

**SUPERVISION RECEIVED:** Works under the general supervision of an Enforcement Sergeant who assigns general duties and reviews works for effectiveness and adherence to proper procedures and regulations.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty 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.

**EDUCATION and/or EXPERIENCE:** High school graduate, preferably with an Associate's degree in the field of law enforcement. Two years' work experience as an Enforcement Deputy. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the work described may be acceptable.

**KNOWLEDGE, SKILL AND ABILITY:** General knowledge of administrative and basic supervision concepts, practices and principles. Considerable knowledge of state and county criminal, traffic, civil, juvenile, fish and game and marine laws; police methods and procedures; law governing arrest, search and seizure and the criminal justice system, including courtroom testimony; and of police investigative procedures and techniques.

Familiarity with computer systems and their use. Skills to properly utilize police equipment and techniques including firearms and restraining devices; and to conduct investigations, collect, evaluate and analyze facts and draw conclusions.

Ability to plan, organize and supervise the efficient performance of staff. Ability to efficiently and effectively operate equipment used in the performance of duties assigned. Ability to operate equipment safely under adverse conditions. Ability to act effectively in emergency situations. Ability to effectively control suspects in all situations, including the ability to physically restrain unruly suspects. Ability to work with Canine Officers and their Handlers. Ability to prepare accurate and complete reports. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

**NECESSARY SPECIAL QUALIFICATIONS:** Possession of the Department of Public Safety Standards and Training (DPSST) Basic Certificate at the time of appointment. Possession or ability to obtain DPSST Supervisory certificate within 24 months of appointment. Must possess a valid driver's license and have a good driving record to be verified by the Department of Motor Vehicles. Must qualify with a firearm and maintain an issued firearm. Must possess and maintain LEDS certification. Must meet and maintain all DPSST requirements for police certification as well as all proficiency standards outlined in the Sheriff's Office policy.

**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.

Physical demands for the position involve the movement of files, books, evidence, equipment, etc., frequently exceeding 20 pounds. Often demands restraining, dragging and/or carrying suspects weighing between 100 to 250 pounds. Many work assignments may require long periods of sitting, standing or walking and physically restraining angry and hostile adults. Requires fast physical reaction appropriate to the circumstances under stressful conditions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires work in a 24-hour per day, 7 day a week shift rotation. Must be able to work with rotating shift schedules and work stations. This includes working day, swing and night shifts, weekends, holidays and overtime as required. Daily contact with suspects and victims and interaction to diffuse aggression. May receive physical injuries when confronting suspects and/or victims and may possibly be exposed to hazards and risks which accompany exposure to suspects and/or victims. Tasks are performed in a variety of settings, including office, outdoor environments (with exposure to all types of weather conditions and terrain), and potentially a great deal of time spent operating or in a vehicle. The environment can be highly stressful and hazardous.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.***

***Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.***