

**FAIRFIELD COUNTY**

**JOB TITLE: SERGEANT  
SHERIFF**

**GENERAL STATEMENT OF JOB**

Under limited supervision, directs and supervises the activities of assigned Patrol Deputies and Corporals in order to ensure the enforcement of local and state laws, county ordinances, and departmental policies and procedures relating to public safety and welfare. Investigates crimes and arrests violators. Provides transportation for prisoners and mental health victims to various facilities and court sessions. Performs a variety of public service security functions. Works under stressful, high-risk conditions. Reports to the Lieutenant on assigned shift.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Assist in Supervising, the activities of all Patrol Deputies assigned in order to ensure the enforcement of local and state laws, county ordinances, and departmental policies and procedures relating to public safety and welfare. Performs such supervisory duties as instructing; assigning, reviewing, and planning work of subordinates; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; and recommending/approving transfers, promotions, disciplinary actions, discharges, and salary increases.

Provides assistance to subordinates in completing investigations, and preparing for court cases. Testifies and presents evidence in court as necessary. Reviews all reports, records and related information prepared by subordinates to determine and ensure completion and accuracy.

Handles investigations of various crimes in Fairfield County including homicides, sex offenses, kidnappings, abductions, armed robberies, shootings, burglaries, vandalism, arsons, civil disturbances, bomb threats, domestic disturbances, child abuse cases, public drunkenness, missing child cases, drug abuse cases, animal bites, etc. Secures crime scenes, gathers evidence, interrogates suspects and witnesses, and arrests persons as necessary, etc. May transport evidence to SLED as required.

Is responsible for maintaining traffic control in the County and for investigating accidents.

Provides transportation for prisoners and mental health patients to and from various facilities including detention center, medical facilities, correction facilities, local hospital, state facilities, and private facilities; and to various court sessions including arraignments, bond hearings, trials, family court, general sessions court, etc.

Provides security for local school and community events and in court.

Makes security checks of various pieces of property and businesses.

Serves various legal papers including warrants, civil papers, court documents, etc.

Provides escort services for funerals.

Coordinates with other departmental personnel regarding manhunts, surveillance, etc. Handles bloodhounds during manhunts.

Assists citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc. Makes presentations and gives speeches as directed.

Makes decisions regarding tactical matters such as equipment, plans, procedures, etc.

Assists other individuals and agencies as necessary including the Department of Social Services, the Department of Youth Services, magistrates, SLED; etc.

Remains abreast of all federal and state laws, and ordinances of Fairfield County, informing subordinates of any changes, and ensuring the implementation of same.

Receives, reviews, processes, files and/or submits a variety of documents and reports such as incident reports, booking reports, accident reports, evidence sheets, crime scene log, field interrogation report, alcohol reports, breathalyzer check list, vehicle impoundment form, traffic hazard report, shift activity reports, daily/weekly/monthly reports, transport reports, warrants, arrests, etc.

Operates/utilizes various types of machinery and equipment including automobile, firearms, handcuffs, flashlight, portable radio, protection equipment, tear gas, fingerprint kit, breathalyzer, baton, radar gun, cameras, typewriter, adding machine, etc.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma plus required state certification from the S.C. Criminal Justice Academy, and three to five years of law enforcement experience with some being at the supervisory level; or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Must have a valid S.C. driver's license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a motor vehicle as well as a variety of types of office and law enforcement equipment including typewriter, adding machine, two-way radio, firearms, fingerprint kit, handcuffs, tear gas, breathalyzer, etc. Must be physically able to exert up to fifty pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work; position requires seizing, holding, grasping, etc. and involves walking, standing, reaching, stooping, crouching, etc. for brief periods of time. Must be able to physically defend one's self from attack or assault. Must be able to lift and/or carry weights of approximately one hundred fifty pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and/or instructions to assistants. Includes the receiving of information and instructions from supervisor.

**Language Ability:** Requires the ability to read and comprehend a variety of documents and reports. Requires the ability to prepare various documents and reports such as incident reports, booking reports, daily/weekly/monthly reports, crime scene log, traffic tickets, etc., using the proper format, punctuation, spelling and grammar, and using all parts of speech. Requires the ability to communicate with co-workers, other County personnel, suspected criminals, court officials, citizens, etc. with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Must be able to deal with several abstract and concrete variables. Requires the ability to apply rational systems such as law enforcement, counseling, personnel, etc., in order to solve problems and deal with a variety of concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; utilize decimals and determine percentages; determine time and weight; and utilize descriptive statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing office and law enforcement equipment. Must be able to operate a motor vehicle.

**Manual Dexterity:** Requires the ability to handle a variety of items, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under high stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has considerable knowledge of the Department's methods, policies and procedures. Has extensive knowledge of the rules, regulations and ordinances pertaining to public safety and welfare. Has thorough knowledge of state and local criminal laws. Is skilled in the use of firearms, automotive equipment, radio, and other related law enforcement equipment. Is able to plan and organize the work of subordinates, and maintain personnel records. Has the ability to compile, organize, maintain and prepare a variety of records and reports as required. Is able to interpret and apply provisions of the law, and to ensure that subordinates understand and implement same. Is able to maintain effective working relationships between personnel of the Department, other law enforcement officers, and members of the public through contact and cooperation. Is skilled in the application of supervisory and managerial concepts and principles. Has the ability to offer training, advice, and instruction to subordinates as needed. Has thorough knowledge of the organization of the Department and of related cooperating law enforcement agencies. Has good evasive action/driving skills. Has the verbal skills to adequately testify and present evidence in court. Is able to work under stressful, high-risk conditions. Has the ability to use independent judgment in daily routine, non-routine and high-risk situations. Knows how to develop and administer plans for the expedience and effectiveness of specific duties of the department. Is able to use independent judgment in handling emergency situations, deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Is able to communicate effectively with people of various nationalities and educational levels. Is able to perform required mathematical calculations. Is able to work in adverse weather conditions and in the presence of odors, toxic agents, noise, vibrations, explosives, electrical currents, disease, violence, etc. Knows how to keep abreast of any changes in policy, methods, laws, ordinances, equipment needs, etc. as they pertain to departmental operations and activities, and ensure that subordinates are kept aware of such changes.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities".

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to County policies and procedures regarding absences

and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation among all staff persons.

**Relationships with Others:** Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Planning:** Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the County regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the County. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving departmental and County objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and the County.

**Organizing:** Organizes own work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and

comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

**Delegating:** Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

**Decision Making:** Uses discretion and judgement in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

**Policy Implementation:** Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

**Policy Formulation:** Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**