



CLASS SPECIFICATION

Class Code: 2213
Date Est: 07/1973
Last Rev: 01/2019
Last Title Chg: 03/1995
FLSA: non-exempt
Probation: 12 months

SERGEANT

DEFINITION

Under general supervision, schedules, coordinates and supervises personnel assigned to a shift or unit; conducts training; performs the more difficult work in a specialized area; and performs related work as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

Four years of full-time paid public law enforcement experience, including three years as a Deputy Sheriff with the Washoe County Sheriff's Office (WCSO).

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of application and for continued employment in this classification.

Possession of a Nevada Intermediate P.O.S.T. Certificate is required at the time of application.

Required to maintain Basic P.O.S.T. Certificate as Category I Police Officer per NRS/NAC 289.

Required to complete P.O.S.T continuing education requirements in accordance with NRS/NAC 289.

Successful completion of the Detention Training Program is required at the time of application.

Required to be Patrol Certified as defined in WCSO Policies and Procedures at the time of application for assignments in Operations.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class perform as a first-line supervisor of a shift and/or unit in a staff or line function, and perform the more difficult duties of the specific area of assignment.

SUPERVISION EXERCISED

Exercises direct supervision over Deputy Sheriffs' and civilian support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise the activities of staff, which includes planning, scheduling, assigning and reviewing work; counseling subordinates; recommending discipline; and conducting performance evaluations.

Interpret policies, procedures and regulations and ensure compliance of staff to foster consistency in operations.

Complete, update and approve a variety of reports, including incident reports, activity reports, accident reports, criminal reports, daily logs, statistical reports and classification reports.

Review a variety of reports maintained by the previous shift, including activity reports, incident reports and daily logs to facilitate the exchange of information and promote consistency of operation between shifts and units.

Conduct shift change briefings to ensure the flow of information from shift to shift and the orderly change of command.

Direct operations at crime scenes, emergencies and other serious incidents until relieved of duty by a superior officer.

Investigate and report on a variety of complaints and/or requests received from the public, inmates within the Sheriff's Office, outside agencies or County departments by researching and disseminating factual information.

Collect data, provide justification and make recommendations regarding budget preparation for the assigned unit.

Conduct periodic inspections to ensure that equipment, uniforms and facilities are maintained, clean and operational at all times.

Assess the condition of arrestees and/or inmates for the purpose of determining appropriate action to be taken related to the security, health and welfare of the public, inmates and staff.

Ensure that subordinate personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Specialized functions, procedures and protocol within the shift or unit of assignment.

Provisions of the applicable collective bargaining agreements.

Countywide personnel policies.

Ability to:

Supervise staff, including scheduling, assigning and reviewing work, administering discipline and conducting performance evaluations.

Recognize and train staff in work methods and procedures that promote a safe working environment for employees and others.

Entry Level *(Applicants will be required to demonstrate these through written, oral, performance or other evaluation procedures.)*

Knowledge of:

Federal, state, and local laws, ordinances, policies and procedures pertaining to the duties of a Deputy Sheriff of the Washoe County Sheriff's Office.

Supervisory principles and practices.

Investigative techniques.

Skill in:

High-performance driving techniques.

The use of defensive tactics, handcuffs, firearms, other weapons and physical restraints authorized for use by the Sheriff's Office.

Ability to:

Interpret and apply laws, regulations, policies and procedures.

Quickly assess situations and make logical decisions.

Identify problems and develop and implement solutions.

Exercise emotional control.

Establish and maintain effective work relationships with departmental personnel, other agencies, the public, inmates, and others contacted in the course of the work.

Communicate effectively, both orally and in writing.

SPECIAL REQUIREMENTS *(Essential duties require the following physical abilities and work environment.)*

Must successfully complete the Sergeants Field Training Program pursuant to Washoe County Policy.

Must take a complete physical examination annually pursuant to NRS 6217 and NAC 617.

Ability to sit, stand, walk, run, kneel, push, pull, bend, crouch, stoop, squat, crawl, twist, climb, drive, lift, use tools requiring dexterity and distinguish between colors.

Ability to tolerate exposure to cold, heat, noise, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, dust, dirt, grease, infectious disease and other environmental conditions in the performance of duties assigned.

Must be willing to use protective devices (e.g., bullet-resistant vests, masks, goggles, gloves, etc.) in the course of performing duties and responsibilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.