

**INGHAM COUNTY
JOB DESCRIPTION**

SERGEANT/SHERIFF

GENERAL SUMMARY: A Sergeant is a member of the Command Staff, with first-line or direct personnel supervision responsibilities. All Sergeants are to be certified Deputy Sheriffs in Corrections or through MCOLES. All Sergeants are expected to be capable of performing any other Sergeant's functions within the office as allowed per their certification.

SERGEANT/CORRECTIONS: Jail Sergeant is responsible for overall training and work performance of the Correctional Officers and must insure they carry out their duties in a responsible manner. He/she helps to maintain internal order by being responsible for many critical components of jail operations, and acts as a first-line arbitrator for resolution of problems encountered by staff and/or inmates.

ESSENTIAL JOB FUNCTIONS FOR SERGEANT/CORRECTIONS: With or without accommodations, will be required to communicate verbally and effectively by listening to people and by giving information, direction, and commands. Must be able to perform Correction Officer duty functions while working rotating shifts and unanticipated overtime. Is required to perform searches of persons which involve touching and feeling to detect potential weapons and contraband. Must be capable of physically restraining inmates if necessary. Must be capable of reading and comprehending rules, regulations, policies, and procedures for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the inmates. Must meet all physical qualifications associated with a corrections officer position as listed; Weight must be in proportion to height as determined by physical examination. Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses, gas permeable lenses and/or extended wear lenses. No greater than 20/40 vision in each eye correctable to 20/20 with glasses. Must not be color blind. Must have no prior felony convictions (includes expunged convictions). Must possess and maintain a valid Michigan Driver's license.

DEGREE/EXPERIENCE FOR SERGEANT/CORRECTIONS: High school graduate or equivalent required. College training in Law Enforcement, Criminal Justice or Social Sciences preferred. Must have 3 years experience as a full-time Corrections Officer, must be able to pass written and oral examinations.

SERGEANT/LAW ENFORCEMENT:

Detectives: Directs and coordinates the activities of a number of detectives engaged in the investigation of all types of criminal cases. Regularly participates in the investigation of the more serious criminal complaints.

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Paramedics: Directs the activities of Police Officer/Paramedics, and provides them with advice and assistance. Provides general assistance to, and may substitute for, the Shift Commander.

Police: Appointed by the Sheriff to aid the Shift Lieutenant in such manner as the Lieutenant may order.

Traffic: Supervise deputies assigned to unit which is funded through the Office of Criminal Justice, State of Michigan. Compiles data required by the Office of Criminal Justice, such as;

- a. Daily reports - Office activity summarized daily.
- b. Monthly Reports - Summarize total month activity for all Officers.
- c. Quarterly Reports - Each quarter summarized.
- d. Yearly Reports - Each month totaled for year and month.
- e. Coordinates Traffic Safety school programs.
- f. Coordinates selective or special enforcement efforts (traffic).
- g. May represent the Department on various traffic safety committees.
- h. Coordinates special traffic related projects for the Department.

Transport Unit Sergeant:

1. Supervision of deputies assigned to Transports.
2. Supervision of deputies assigned to Court Security.
3. Departmental representative to the Prosecutor's Office, and to all the Courts in Ingham County, regarding warrants and transport orders.
4. Coordinate inmate transports on a daily basis; writs, medical, court, etc.
5. Supervision of the Warrant File - entry, served, recalled, etc.
6. Knowledge of the L.E.I.N., operation, policy and procedures.
7. Strong organizational and communication skills are necessary.

ESSENTIAL JOB FUNCTIONS FOR SERGEANT/LAW ENFORCEMENT: With or without accommodations, must meet all physical qualifications associated with a police officer position as listed: Weight must be in proportion to height as determined by physical examination. Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses, gas permeable lenses and/or extended wear lenses. No greater than 20/40 vision in each eye correctable to 20/20 with glasses. Must not be color blind. Must have no prior felony convictions (includes expunged convictions). Must possess and maintain a valid Michigan driver's license. Must be a minimum age of 21 years of age. Must be capable of affecting an arrest, forcibly if necessary, using handcuffs and other restraints. Must be able to climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to pursue, search, investigate and/or rescue which may also involve standing or sitting for long periods of time. Requires the ability to communicate verbally and effectively by listening to people and by giving information,

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directions, and commands in person and over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations. Must be capable of performing tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue or general patrol functions.

DEGREE/EXPERIENCE FOR SERGEANT/LAW ENFORCEMENT: Must be a certified Police Officer. Must have one or more years experience as a police officer to be eligible to sit for the written and oral exams. To be promoted to the rank of Sergeant, applicants must have secured three years of law enforcement experience prior to the date of promotion. Must be able to pass written and oral examinations. Must pass a security clearance.



The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

February, 2005