



# LARAMIE COUNTY

## JOB DESCRIPTION

**TITLE:** Sergeant

**FLSA:** Non-Exempt

**DEPARTMENT:** Sheriff

**REVISED:**

**Summary:** Directs the activities and staff of a Sheriff's Department work unit; assures that Peace Officers are ready and prepared for duty; provides safety and security to Laramie County citizens through supervision of and participation in the activities of patrol, detention, operations, investigations or other specialized duties on an assigned shift.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Supervises sworn Peace Officers and support staff; prioritizes and assigns tasks and projects; disciplines, trains and evaluates staff; counsels, coaches and instructs employees as required.
- Assures that Officers are ready and prepared for duty, are adequately trained and equipped, and are held accountable for duties and responsibilities assigned.
- Delegates assignments, deploys personnel, monitors work, develops staff skills, and evaluates performance; assures positive support of administration directives and policies.
- Performs duties of Deputy Sheriff in Detention and Patrol as needed, and assists Deputies in the performance of their duties; completes detailed reports and required paperwork; performs follow-up investigations as required.
- Supervises and participates in critical incidents, tactical situations and criminal investigations; responds to major crime scenes and incidents, and takes command when appropriate; reviews criminal cases, reports and assignments.
- Conducts daily staff briefings; coordinates and establishes work schedules; monitors the use of overtime, leave and holiday time; reviews case reports and warrants; ensures that all investigative reports and paperwork are completed in a timely manner; advises superior regarding significant developments with investigations, employee conduct and citizen complaints.
- Performs specialized functions in areas of expertise, including training, patrol management, detention operations management, investigations, civil and administrative services, SWAT, and security.
- Assists in the implementation of goals and objectives; assists with budget and loss control issues.
- Responds to, investigates, documents and resolves citizen inquiries and officer complaints.
- Enforces local, state and Federal laws, and enforces compliance with post orders and regulations.
- Updates and maintains a variety of files, records, event logs, charts and other documents; maintains appropriate records and prepares reports as required.
- Assists and interacts with County departments, support staff, outside organizations and businesses, and Federal, state and local law enforcement organizations in order to accomplish tasks.
- Maintains the integrity, professionalism, values and goals of the Sheriff's Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Performs other duties as assigned or required.



# LARAMIE COUNTY

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### Knowledge and Skills:

- Knowledge of Sheriff's Department policies and procedures, records and reporting systems, rules of evidence, pursuit and search techniques and procedures, use-of-force rules, and criminal and traffic codes.
- Knowledge of county, state and Federal laws, regulations, statutes and ordinances.
- Knowledge of the criminal justice and court systems, procedures and protocols in Wyoming.
- Knowledge of investigative and interrogative procedures, and protocols for observation and memorization of critical details.
- Knowledge of modern law enforcement principles, practices, methods, and emergency response techniques and equipment.
- Knowledge of behavior patterns of inmates, discipline protocols, and grievance procedures.
- Knowledge of the geography, roads, and landmarks of Laramie County.
  
- Skill in effectively supervising, leading, and delegating tasks and authority.
- Skill in the care, maintenance and safe operation of a variety of firearms, impact weapons, chemical agents, and other law enforcement tools and equipment.
- Skill in remaining alert at all times and reacting quickly and calmly in emergency situations; and in dealing with situations requiring diplomacy, understanding, fairness, firmness and sound judgment.
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in communicating with violators, recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest & control techniques.
- Skill in investigating and resolving citizen inquires and officer complaints.
- Skill in operating motor vehicles and special equipment during emergency, high risk situations.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.

### Minimum Qualifications:

High School Diploma or GED equivalent, and three (3) years experience in law enforcement or detention, including one (1) year supervisory or lead experience; must pass a thorough background investigation; must pass Certification requirements by the Wyoming Peace Officer Standards and Training Commission; must have a valid driver's license; must maintain a level of physical fitness to meet Department standards.