

PENOBSCOT COUNTY SHERIFF'S OFFICE
JOB DESCRIPTION

TITLE: Patrol Sergeant

DATE: December 26, 2013

APPROVED BY: *Sheriff Glenn Ross*

REPLACES: **DATED:** February 13, 2008

I. IDENTIFICATION

Job Title: Patrol Sergeant

Location: 85 Hammond Street, Bangor, Maine 04401

Reports To: Chief Deputy

Supervises: Patrol Deputies/ Contract Deputies/ Patrol Corporals

II. JOB SUMMARY

This is an investigative and protective service work involving enforcement of Maine State laws and the maintenance of the public's safety and security. Work includes patrolling assigned area, conducting investigations and inspections, enforcing motor vehicle and other laws, providing aid and assistance to the public, and/or performing other specialized activities. Work requires strength in public relations by establishing a rapport with the public by maintaining a high standard of professionalism. Work is performed under general supervision. The patrol sergeant shall serve as the direct supervisor on his/her shift. The patrol sergeant shall coordinate with detectives at major crime scenes. The sergeant will be in charge of patrol deputies at major crime scenes. Detectives will be in charge of the scene and shall request personnel assistance through the patrol corporal or patrol sergeant. Corporals and sergeants are not in charge of detectives but are in charge of providing personnel resources as needed and requested. Detectives are in charge of the crime scene and not personnel.

III. CORE ELEMENTS OF THE JOB

A. Essential Job Functions**

1. Patrols assigned geographical areas in order to ensure compliance with motor vehicle laws, define areas of criminal activity, and assist the public.

2. Issues warnings, makes arrests, gathers evidence, testifies in court, enforces laws, rules, and regulations and assists in the prosecution of offenders.
3. Responds to calls for service from communications center or other law enforcement personnel in order to take necessary and appropriate action.
4. Investigates criminal violations, conducts follow up investigations necessary to apprehend the responsible individuals. Observes incidents of law violations and problems in order to enforce the law and protect the public.
5. Writes detailed reports of incidents in order to provide statistical information, assist prosecutors in preparing criminal cases, and provide a historical record.
6. Processes highway accident scene(s) in order to assess emergency needs, administer first aid, safeguard the integrity of the scene until accident investigation forms and complete and accurate reports are submitted to the state.
7. Investigates highway accidents in order to determine conditions and causes contributing to accidents.
8. Provide first responder to individuals prior to EMS presence on scene.
9. Operate a motor vehicle under normal and emergency conditions after completion of the Emergency Vehicle Operation course.

B. Other Related Duties / Responsibilities

1. In addition to the above essential job functions, other required job duties and functions will be expected to be performed by the Patrol Sergeant. These duties will include, but are not limited to, the following:
 - a. Performs special duties such as public relations, accident reconstruction, OUI/drug detection, Drug Abuse Resistance Education (DARE), dog handling, administrative licensing, motor vehicle inspections, and program research and analysis in order to facilitate attainment of the Sheriff's Office goals and objectives.
 - b. Use and maintain Sheriff's Office equipment.
 - c. Communicate effectively and write concise and complete reports.
 - d. Work irregular hours without immediate supervision.
 - e. Control aggressive subjects.
 - f. Serves court paperwork.
 - g. Provide auxiliary coverage for other agencies on request.

IV. SPECIFICATIONS / QUALIFICATIONS

A. Education / Training (Minimum Required and Preferred)

1. High school graduate or equivalent.
2. Prefer at least 2-year associate degree in Law Enforcement or equivalent.
3. Required- Maine Criminal Justice Academy graduate.

B. Job Related Experience (Minimum Required and Preferred)

1. Prefer 5-year full-time law enforcement experience.

C. Special Skills

1. Must have basic computer skills and knowledge.
2. Must be able to perform and prioritize multiple tasks efficiently while under stress.
3. Must be able to demonstrate leadership abilities.
4. Must be able to deal effectively with aggressive, distraught, emotional, unpredictable, and deviant behavior.

D. Special Job Requirements

1. Minimum 21 years of age.
2. Successful completion of departmental testing and oral boards.
3. Must successfully pass a full criminal and motor vehicle background check.
4. No criminal history or significant motor vehicle record.
5. Successful completion of a polygraph examination.
6. Must have a valid motor vehicle driver's license.
7. License to practice law enforcement in the State of Maine (i.e. Pre-Service School or MCJA full academy) or ability to obtain immediate license.
8. Must be medically cleared and "fit tested" to wear a respirator (M95 type) and then evaluated annually thereafter.

E. Cognitive Requirements

1. Must be able to read, write, and comprehend the English language, to include performing basic math functions.
2. Able to understand, follow, and provide written and/or oral instructions.
3. Knowledge of local, state, and federal laws, rules, and regulations applicable and enforced by the Penobscot County Sheriff's Office.
4. Ability to comprehend the Penobscot County Sheriff's Office Policies and Standard Operating Procedures.
5. Knowledge of general police methods.
6. Knowledge of laws regarding inmate's rights.
7. Quickly assess available facts and make sound decisions.

F. Physical Requirements

1. Successfully complete physical assessment based on the Departmental Functional Job Description – Patrol Sergeant.

G. Work Environment

1. Subject to change daily due to the broad range of responsibilities.

**External and internal candidates as well as job/position incumbents who become disabled must be able to perform the essential functions either unaided or with reasonable accommodation which will be determined by management on a case-by-case basis.

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