

**JOB DESCRIPTION**  
**Essex County, VA**

Job Title	<b>First Sergeant</b>
Department	Sheriff Office
Category	Full Time
FSLA	Non-Exempt
Pay Grade	
Report to:	Captain, Major or Sheriff
Supervises:	Work Leader, monitors, directs & oversees -Sergeant & Deputy Sheriffs

**JOB SUMMARY/PURPOSE**

This position performs responsible work as a Law Enforcement Patrol Officer and supervises all Sergeant and Deputy Sheriffs, including investigating crimes, answering citizen complaints, patrol county to prevent crime and promote public safety, making arrests, interviewing witnesses, collecting evidence, public safety traffic control, provide emergency services, preserved the peace at all scenes, serving civil papers, providing court testimony, executing search warrants, performing evictions and other related duties. The First Sergeant is fourth in command in the Office and may serve as senior officer on a shift or scene until or if other officers arrive The First Sergeant is required to exercise good judgment in administering and supervising law enforcement officers in accordance with regulations and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**ESSENTIAL JOB FUNCTIONS**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Work Leader, monitors, oversees, directs all Patrol Deputy Sheriffs and performs all work of a Deputy Sheriff and Sergeant;
- Serves as fourth in command in the Office and may serve as commanding officer on a shift or scene until or if other officers arrive;
- Provides training and instruction to new and existing Deputy Sheriffs, reviews and audits their work and reports, insures they are following standard operating procedures, reports any unsatisfactory behavior and makes recommendations for discipline to commanding officers;
- Monitors the monthly schedule assists with putting together the schedule to ensure that all shifts are adequately covered, fills in for vacant shifts as needed;
- Compiles monthly patrol activity reports, review attendance, mileage reports, time records, and personal/sick leave requests;
- Monitors the use of Office forms and is responsible for maintaining inventory of uniforms, supplies and equipment;
- Monitor the vehicle and equipment inspections, ensure that vehicles and equipment are inspected and operating properly;

- Ensures all court documents such as subpoenas, warrants, evictions, civil papers, etc. are delivered or enforced in a timely manner;
- Responds to calls for public safety service during patrol or as directed by communications division or supervisors; aid people who are in danger of physical harm;
- Investigates crimes (Interviews suspects and witnesses, collects evidence and submits it to the laboratory for testing as needed), answers citizen complaints, makes arrests, apprehends persons violating the law, observing and interrogating suspicious persons, make public assembly, public property and building security checks, and works with the investigations unit to solve crimes;
- Confers with the County prosecutor, serves civil papers, and provides court testimony;
- Assists with reducing the opportunities for the commission of crime through preventive patrol and other measures;
- Writes reports related to tasks completed during shift and fills out office paperwork as needed; inform co-workers and supervisors of issues addressed and issues that need follow up;
- Maintains weapons, equipment and vehicle to ensure functional conditions;
- Transports suspects, prisoners and the mentally ill;
- Directs traffic and performs traffic code enforcement;
- Alerts appropriate agencies of unsafe conditions that could cause crimes or accidents;
- Obtains DCJS training hours annually to maintains all certifications and skill levels;
- Obtains juvenile petitions and works with the Department of Social Services as needed;
- Assist citizens and general public in a courteous manner and refers them to other agencies as necessary;
- Assist Officer Manager with keeping and maintaining training records of all certified officers;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other Office staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with law enforcement standard operating procedures and maintains all appropriate certifications;
- Consistent on-site/field work and on-time attendance is essential for this position based on assigned schedule.

### **MINIMUM REQUIREMENTS TO PERFORM WORK**

- High school diploma or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job, supplemented by over 5 years of experience as a law enforcement officer. Some supervisory experience preferred.

#### Licenses or Certificates:

- Valid driver's license
- Must be certified law enforcement officer and therefore passed criminal background tests, etc.
- Must take appropriate supervisory training courses

#### Knowledge, Skills and Abilities:

- Knowledge of principles and practices of effective supervision;
- Strong knowledge of standard operating procedures related to law enforcement activities;
- Knowledge of economic and basic human behavior;
- Strong knowledge of the occupational hazards and safety precautions of the discipline;
- Knowledge or ability to learn of the layout of local roads and of the locations and characteristics of various neighborhoods and communities;
- Strong knowledge of proper terminology used in the discipline;
- Skill in operating a personal computer and associated office and agency software;
- Ability to plan and manage work activities and assist others in their planning and executing their law enforcement responsibilities;
- Ability to analyze situations to make sound judgments within the framework of existing laws, policies, and regulations and complete tasks efficiently and accurately;
- Ability to organize information and develop/maintain records in various formats;
- Ability to work effectively with others;
- Ability to communicate effectively using solid reading, writing, listening and speaking skills; ability to produce law enforcement and/or electronic reports that accurately convey information and explain law enforcement situations to the public;
- Ability to follow written and oral instructions;
- Ability to interpret laws, policies, and regulations and the ability to make decisions based thereon;
- Ability to establish and maintain effective working relationships with coworkers, citizens, other public and private agencies, and the public, sometimes under stressful situations;
- Ability to collect and disseminate information;
- Ability to maintain professional ethics related to confidentiality;
- Ability to write reports and complete forms;
- Ability to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others;
- Possession of physical endurance and agility to deal with disturbed or violent people and to use emergency law enforcement equipment and vehicle during a crisis;
- Ability to react quickly and calmly in emergency situations;
- Ability to deal courteously, yet firmly and effectively with the public in emergency situations;
- Ability to learn and utilize new skills and information to improve job performance and efficiency.

**Physical and Mental Requirements:**

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemicals			X	
Work with fumes or airborne particles		X		
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Vibration		X		
Equipment Used – Computers in office and vehicle, office equipment, gun, pepper spray,				X

baton, handcuffs, radio, and other law enforcement equipment				
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Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Smelling		X		
Bending, pulling, pushing, restraining those arrested				X
Other-Driving				X
Other-Performing traffic control, dealing with car crashes, dealing with contagious diseases, dealing with crisis situations, serving in command of incidents				X

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds			X	
Up to 100 pounds			X	
Over 100 pounds with assistance			X	

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)		X		
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (alarms, sirens)			X	

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).*