

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:            SERGEANT-PATROL**

---

### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to supervise a shift of officers, maintain law and order, and perform specialized police work within an assigned unit/function of the Sheriff's Department, which may include the Patrol Unit, Community Service Unit (CSU), Community Orientation Policing (COPS), Court Security, or other area. Duties and responsibilities include supervising assigned officers, coordinating work activities, performing administrative tasks, processing documentation, providing protection of life and property, enforcing federal, state and local laws, responding to emergency/non-emergency situations, investigating criminal activity, arresting violators, and performing specialized duties within the assigned area. Sergeant of CSU/COPS assignment reports to Major of Patrol. Sergeant of Patrol assignment reports to Lieutenant of Patrol. Sergeant of Court Security assignment reports to Captain of Patrol.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff of police officers or other workers, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; develops work schedules to ensure adequate coverage; monitors status of work activities; consults with assigned staff, assists with problem situations, and provides technical expertise.

Enforces all applicable codes, ordinances, laws and regulations (including traffic, criminal, and civil) in order to protect life and property, prevent crime, and promote security.

Assists in ensuring departmental compliance with all applicable codes, laws, rules, regulations, standards, general orders, policies and procedures; assists in ensuring adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Communicates with commanding officers, supervisory personnel of adjoining shifts, other units/divisions, and other individuals to gather/exchange information on orders, problems, special situations, or other areas requiring attention; relays pertinent information to assigned staff; coordinates work activities with those of other units/divisions and other law enforcement agencies.

Prepares work schedules to ensure adequate coverage; conducts roll call training sessions; assigns special work assignments, or other tasks.

Reviews reports and documentation generated by officers on assigned shift; follows up on outstanding issues.

Reviews employee time cards, leave requests, overtime requests, education requests, or other forms; signs or revises requests/forms as appropriate, and forwards to commanding officer.

## **Rutherford County, Tennessee • Sergeant-Patrol**

---

Performs administrative functions associated with operations of assigned area; assists with development and implementation of policies and procedures; assists with development and implementation of long and short term plans, goals, and objectives.

Assigns equipment to shift officers and receives/checks-in equipment; inspects vehicles, uniforms, weapons, and equipment assigned to officers; checks emergency equipment for proper operations; assists in coordinating maintenance and repair of department vehicles.

Monitors inventory levels of equipment, tools, forms, and supplies relating to area of assignment; ensures availability of adequate materials to conduct work activities; initiates requisitions for new/replacement items.

Monitors radio traffic involving officers, dispatchers, other department personnel, or outside agencies; monitors current weather conditions and news events.

Responds to calls relayed by dispatchers, including domestic disputes, abuse, assaults, rape, burglaries, thefts, fatalities, abduction, lost/missing persons, search/rescue operations, traffic accidents, property damage, alarms, bomb threats, natural disasters, public service duties, stranded motorists, or other problem situations.

Assumes command of incident scenes until relieved by commanding officer; assesses/evaluates incident scenes, determines necessary manpower allocation, and ensures utilization of proper methods to preserve evidence; requests and directs additional emergency personnel, equipment, units, other departments, outside agencies, or others as needed.

Prevents/discovers commission of crime; writes citations; apprehends, arrests, and processes criminals, fugitives and offenders; pursues fleeing suspects; conducts searches of suspects or arrestees.

Conducts preliminary investigations of complaints or incidents; interviews victims, complainants and witnesses and records statements; gathers information and evidence; secures crime scenes and protects integrity of evidence; prepares detailed reports and sketches.

Provides traffic control, crowd control, police protection, or security escorts for accident scenes, malfunctioning traffic signals, school crossings, parades, special events, funerals, businesses, or other situations as appropriate.

Provides assistance or backup support to other officers, dispatchers, court officers, jail personnel, emergency medical providers, fire department personnel, other law enforcement agencies, or other public service agencies as needed; provides emergency response on a twenty-four hour basis as needed.

Operates a variety of standard and specialized machinery, equipment, and tools associated with law enforcement, which may include a police vehicle, standard/emergency vehicles, firearms, chemical weapons, emergency equipment, alcohol testing equipment, drug testing kits, automated external defibrillator (AED) processing kits, handcuffs, baton, flashlight, fire extinguisher, measuring devices, photographic equipment, tape recorder, radio/communications equipment, telephone, hand tools, audio/visual equipment, or general office equipment.

Inspects and maintains assigned police vehicle, uniform, weapons, or other equipment.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits.

Prepares or completes various forms, reports, correspondence, logs, incident reports, accident reports, arrest reports, miscellaneous reports, citations, warnings, property/evidence reports, subpoenas, summonses, diagrams, or other documents.

## **Rutherford County, Tennessee • Sergeant-Patrol**

---

Receives various forms, reports, correspondence, incident reports, accident reports, witness statements, criminal history reports, driver history reports, BOLO notices, warrants, subpoenas, summonses, crime statistics, training bulletins, general orders, statutes, laws, codes, ordinances, policies, procedures, maps, diagrams, bulletins, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, database, spreadsheet, or other computer programs.

Maintains records, logs, and files of work activities; maintains current manuals, policies/procedures, bulletins, map books, and other materials for reference and/or review.

Communicates in person, via telephone, and/or via two-way radio; provides information and assistance; responds to requests for service or assistance; communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Communicates with command personnel, officers, employees, dispatchers, other divisions or departments, law enforcement agencies, fire personnel, emergency/medical personnel, jail personnel, court officials, attorneys, victims, complainants, prisoners, suspects, informants, inmates, schools, the public, the media, community organizations, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems.

Responds to complaints and questions related to law enforcement issues and activities; mediates disputes; provides information, researches problems, and initiates problem resolution.

Creates/maintains positive public relations with the general public; maintains and promotes peace and order in the community; provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, safety, and related issues.

Attends shift meetings, training sessions, and seminars as required to remain knowledgeable of departmental operations/activities, to promote improved job performance, and to stay current with changing policies, procedures, codes, and criminal/civil case law; participates in physical fitness training and continuing education activities; reads professional literature; maintains professional affiliations.

Assignment to Community Service Unit (CSU) or Community Oriented Policing (COPS) division may involve the following additional functions:

Develops, manages, and coordinates programs for the community; provides education and literature to the community; prepares workbooks, charts, and handouts for distribution to the public; prepares and delivers speeches and presentations to schools and civic groups; speaks on radio/television programs; coordinates educational tours of jail facilities; conducts demonstrations of police vehicles; provides liaison between collaborating agencies.

Serves as Safe Communities Officer in coordinating all programs providing services to the community; coordinates various programs, special events, workshops, fundraisers for charities, youth camps, drug education programs, gang resistance education, safety classes, child fingerprinting and identification cards, mentoring programs, neighborhood watch programs, and other activities; reviews existing programs and meets with leaders to coordinate focus towards program continuation.

Provides instruction to officers in philosophy of Community Oriented Policing (COPS), including topics such as community assessment of crime, relationship/partnership with the community in prevention/control of crime, communications with community leaders, strategic planning and implementation of crime control strategies, department organizational changes, and new policy strategies to accommodate COPS concepts; reviews basic problem solving skills, including analyzing problems, recommending solutions, and evaluating effectiveness.

## **Rutherford County, Tennessee • Sergeant-Patrol**

---

Coordinates COPS activities with other divisions and with citizens and community leaders; meets with patrol officers and community leaders to identify problems, and solutions to those problems other than arrest; assigns patrol officers to attend neighborhood watch meetings or community meetings.

Assists with development of budget; coordinates purchasing activities and monitors expenditures to ensure compliance with approved budget.

Responds to traffic accidents/complaints; investigates collisions/accidents involving fatalities, personal injuries, and hit-and-run drivers; measures accident scenes and makes drawings of accidents; reviews evidence, reconstructs accidents, and makes recommendations; investigates traffic hazards; coordinates removal of debris or other hazards from roadways.

### **Assignment to Patrol division may involve the following additional functions:**

Assists in investigating complaints or accidents involving personnel, vehicles, equipment, or operations of assigned shift; researches complaints from citizens and initiates problem resolution; investigates accidents involving injuries and fatalities; responds to complaints from officers; conducts internal investigations as required.

Performs the duties of Lieutenant in absence of same; commands all situations, incidents, police actions, or other activities occurring during shift until relieved by a commanding officer.

Performs patrol of designated areas via motor vehicle, on foot, or by other means to detect and deter criminal activity and traffic violations; inspects doors, windows, and premises of residential/commercial buildings/properties to ensure security or to detect suspicious conditions; responds to active alarms at residences, businesses, and industries; checks suspicious vehicles, persons, or situations; maintains high visibility in the community; reports observed safety hazards or unsafe conditions.

Performs rescue functions at accidents, emergencies, and disasters, which may include lifting, dragging or carrying people away from dangerous situations, securing/evacuating people from particular areas, administering CPR or first aid, or extinguishing small fires.

Enforces vehicle operating laws, parking laws, and DUI laws; conducts sobriety tests; uses visual observation and radar/laser speed detection units to enforce speed laws.

Responds to traffic accidents/complaints; investigates collisions/accidents involving fatalities, personal injuries, and hit-and-run drivers; measures accident scenes and makes drawings of accidents; reviews evidence, reconstructs accidents, and makes recommendations; investigates traffic hazards; coordinates removal of debris or other hazards from roadways.

Prepares, obtains, and/or serves criminal/civil warrants.

Transports arrestees, inmates, mental patients, members of the general public, or other individuals as required.

Participates in court activities; responds to court subpoenas; prepares case files and evidence for presentation in court; testifies and presents evidence during court.

Supervises state warrant unit.

Assignment to Court Security division may involve the following additional functions:

Supervises court security functions for General Sessions Court, Juvenile Court, and Circuit Court systems; maintains familiarity with current building evacuation plans in case of fire, bomb threats, or other emergencies.

Monitors security of courthouse building and related facilities to ensure safety of all individuals; operates and monitors equipment such as metal detectors, x-ray machines, surveillance cameras, remote door locks, panic alarms, fire alarms, or other equipment/systems.

Serves as court officer; maintains a security presence in the courtroom to ensure safety of court personnel, prevent disturbances of court proceedings, and prevent potential violence or use of weapons; maintains continuous surveillance of courtroom; provides protection for judges, attorneys, clients, witnesses, jurors, or other participants in court proceedings; responds to violence, erratic behavior, alarms, or other unusual situations; intervenes in physical confrontations; escorts defendants, prisoners, or other individuals within the building as needed.

Assists with development of budget; coordinates purchasing activities and monitors expenditures to ensure compliance with approved budget.

Prepares, obtains, and/or serves criminal/civil warrants.

**ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Conducts various errands as needed, which may include transporting documentation to courthouse or other locations, transporting bank transactions, transporting blood to hospitals in cases of emergencies, delivering emergency messages, or other tasks.

Provides backup coverage or assistance to other employees or departments as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by completion of basic police officer training program; supplemented by two (2) years previous experience and/or training involving law enforcement, patrol work, and work in area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must meet requirements of Minimum Standards Law (TCA 38-8-106) for Deputy Sheriffs. Must possess and maintain valid Tennessee Police Officer certification from Tennessee Law Enforcement Training Academy. Must possess and maintain valid Firearms Certification, ASP Tactical Baton Certification, and Chemical Weapons Certification. Must obtain Tennessee First Responder Certification during tenure in the job. Must complete annual in-service training. Must possess and maintain a valid Tennessee driver's license. Assignment to F.A.S.T. Team requires valid certifications in specific areas of instruction (such as chemical weapons, firearms, submachine gun, or other area) and valid Basic S.W.A.T. Team Training certification. Assignment to Marine Patrol functions may require possession and maintenance of valid Boating & Safety Officer certification. Assignment to Field Training functions may require possession and maintenance of valid Field Training Officer certification and/or other certification in specific area of instruction (such as CPR, firearms/weapons, traffic radar, or other area). Assignment to School Resource Office Program requires possession and maintenance of valid School Resource Officer certification from National Association of School Resource Officers.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

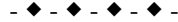
**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, explosives, firearms, violence, animal attacks, or falls.



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date