

<b>EXEMPT (Y/N):</b>	No	<b>JOB CODE:</b>	CSC
<b>DEPARTMENT:</b>	Sheriff	<b>CLASSIFICATION:</b>	107
<b>SUPERVISOR:</b>	Lieutenant	<b>SALARY RANGE:</b>	28
<b>UNION (Y/N):</b>	No	<b>LOCAL:</b>	N/A

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**GENERAL STATEMENT OF DUTIES:** Perform supervisory duties on an assigned shift. Conduct law enforcement and crime prevention and investigation activities relating to criminal law enforcement in the County. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Assist the Sheriff in planning and supervising shift operations.

Supervise patrol shift(s) including assigning and reviewing work, evaluating performance, training, mentoring and administering appropriate corrective and disciplinary action (coordinated with the Sheriff as appropriate). Handle employee complaints, including Step 1 union grievances and effectively recommend on hiring and dismissal decisions.

Perform various administrative duties as assigned.

Review work assignments, determine schedules, equipment, materials and staffing needs. Prioritize and schedule projects.

Assist in the preparation of annual estimated personnel, supplies and equipment costs and recommendation of an annual budget as directed.

Patrol roads, highways, business and residential areas. Enforce traffic and criminal laws. Patrol rivers in patrol boat enforcing water safety laws and regulations when assigned to boat patrol. Check property security. Investigate road and safety hazards. Operate related police equipment including patrol vehicles, electronic equipment and firearms.

Conduct investigations of reported criminal activity. Respond to citizen complaints. Gather and process crime scene evidence and take latent fingerprints for use in court. Interview and take statements from victims, witnesses and offenders.

Investigate traffic accidents including determining circumstances, gathering evidence and taking statements. Perform first aid when necessary. Make arrangements for emergency medical personnel, ambulances and tow trucks.

Conduct investigations of reported civil disturbances and other calls for assistance such as family disturbances, public disturbances, animal control and lost persons.

Make arrests and book prisoners. Transport prisoners and patients under custody to institutions, courts and on extradition. Serve as a corrections deputy when needed.

Respond to Behavioral Health complaints. Secure the scene and conduct an initial assessment on the patient. When needed, coordinate mental health care to include the response of the Columbia County Mobile Crisis Team. Place a protective hold on patient when they are in immediate danger of serious

bodily injury to themselves and/or others and transport them to an Emergency Room. When Columbia County Mental Health writes a Director's Hold, transport the patient to the Emergency Room.

Serve as subject matter expert for the Office for: Use of Force Laws, Agency Policy Compliance, Criminal Laws, Evidence Handling, and Search and Seizure Laws.

Serve subpoenas, warrants of arrest and other civil instruments.

Maintain records and prepare reports necessary for efficient investigations, crime prevention, and prosecution and office procedures. Appear in court as witness.

Establish effective working relationships and confer with the community members and general public and assist them in understanding and interpretation of County law enforcement. Respond to and be a liaison for resolving questions, concerns and complaints regarding the department's activities.

Attend meetings and seminars as requested or directed. Coordinate projects with various organizations and governmental agencies.

Provide security as needed in and around court facilities at the request of the court. Watch for threats to court security and prevent threats from interfering with the duties and services of the court.

Follow all safety rules and procedures established for work areas. Ensure compliance to safety rules and procedures by work crews. Comply with all County policies and procedures.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers and others is required.

**SUPERVISORY RESPONSIBILITIES:** Supervise 2-10 employees engaged in law enforcement work. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring and training and mentoring employees; planning, assigning and directing work; evaluating performance; rewarding and disciplining employees, addressing complaint/grievances and resolving problems. Coordinate all personnel functions with the Sheriff.

**SUPERVISION RECEIVED:** Work independently without direct supervision under the general direction of the Sheriff who provides policy and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** Equivalent to an Associate's degree in a related field. Three years' progressively responsible experience in law enforcement, with at least one year's experience supervisory experience. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be accepted.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of, or ability to obtain within 18 months of appointment, DPSST intermediate certification as a Police Officer. Possession of a current First

Aid/CPR/AED card. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be 21 years of age and be a citizen of the United States. Must be free of criminal convictions which would affect DPSST certification or which would violate any other County policy.

**KNOWLEDGE, SKILL AND ABILITY:** General knowledge of administrative and basic supervision concepts, practices and principles. Considerable knowledge of state and county criminal, traffic, civil, juvenile, fish and game and marine laws; police methods and procedures; laws governing arrest, search and seizure and the criminal justice system, including courtroom testimony; and of police investigative procedures and techniques. Familiarity with computers systems and their use.

Skill to properly utilize police equipment and techniques including firearms and restraining devices; and to conduct investigations, collect, evaluate and analyze facts and draw correct conclusions.

Ability to plan, organize and supervise the efficient and economic performance of staff. Ability to efficiently and effectively operate equipment used in the performance of duties assigned. Ability to operate equipment safely under adverse conditions. Ability to act effectively in emergency situations. Ability to effectively control suspects in all situations, including the ability to physically restrain unruly suspects. Ability to work with Canine Officers and their Handlers. Ability to prepare accurate and complete reports. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical demands for the position involve the movement of files, books, evidence, equipment, etc., frequently exceeding 20 pounds. Often demands restraining, dragging and/or carrying suspects weighing between 100 to 250 pounds. Many work assignments may require long periods of sitting, standing, or walking and physically restraining angry and hostile adults. Requires fast physical reaction appropriate to the circumstances under stressful conditions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Requires work in a 24-hour per day, 7 day a week shift rotation. Must be able to work with rotating shift schedules and work stations. This includes working day, swing and night shifts, weekends, holidays and overtime as required. Daily contact with suspects and victims and interaction to diffuse aggression. May receive physical injuries when confronting suspects and/or victims and may possibly be exposed to hazards and risks which accompany exposure to suspects and/or victims. Tasks are performed in a variety of settings, including office, outdoor environments (with exposure to all type of weather conditions and terrain), and potentially a great deal of time spent operating or in a vehicle. The environment can be highly stressful and hazardous.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to***

*perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

*Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.*