
EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Sheriff's	CLASSIFICATION:	107M
SUPERVISOR:	County Sheriff	SALARY RANGE:	30
UNION (Y/N):	No	LOCAL:	NA

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

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

Assist the Sheriff in planning and supervising shift operations for the Marine program.

Supervise Marine patrol shift(s) including assigning and reviewing work, evaluating performance, training 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 to include an enhanced boating and water safety educational program and other educational programs as deemed appropriate.

Assist in the preparation of annual estimated personnel, supplies and equipment costs and recommendation of an annual Marine budget as directed. Prepare necessary reports for the State Marine Board.

Patrol lakes, rivers and waterways enforcing water safety laws and regulations. Investigate safety hazards. Operate related police equipment including patrol vehicles, patrol boat, 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 boating accidents including determining circumstances, gathering evidence and taking statements. Perform first aid when necessary. Make arrangements for emergency medical personnel, ambulances and tow trucks.

Perform preventative maintenance on assigned boats, equipment and facilities.

Make arrests, transport and book prisoners as required.

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

Work with and maintain a close relationship with all law enforcement and other emergency response agencies. 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 in the Marine program.

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

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.

SUPERVISORY RESPONSIBILITIES: Supervise 2-10 employees and/or volunteers engaged in law enforcement work in the Marine program. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring and training 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of current Oregon State Marine Board Safety and Law Enforcement certification. Possession of, or ability to obtain within 18 months of appointment, DPSST intermediate certification as a Patrol Deputy. Possession of a current first aid/cpr 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.

JOB DESCRIPTION: PATROL SERGEANT - MARINE

DATE: 02/19/99

Knowledge of hazards in the patrol area to include sand bars, hidden pilings, deadheads and shallow areas. Knowledge of all bodies of water in the County, including lakes, rivers, sloughs and channels.

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 read water conditions. Ability to prepare accurate and complete reports. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County and state 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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, including exposure to extreme cold or heat, high noise and vibration levels, wet conditions, as well as unstable work platforms), and potentially a great deal of time spent operating or in a vehicle. The environment can be highly stressful and hazardous.