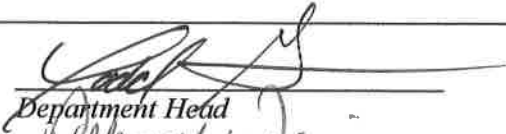
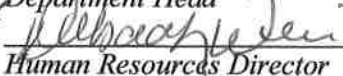


**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: <u>DASO Sergeant</u>	PAY GRADE: _____
DEPARTMENT: <u>Sheriff's</u>	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
REPORTS TO: <u>Assigned Supervisor</u>	LEAD: <input type="checkbox"/> Yes <input type="checkbox"/> No
BARGAINING UNIT: <u>YES</u>	SUPERVISOR: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<hr/>	
APPROVED:  _____ <i>Department Head</i>	<u>2-15-12</u> _____ <i>Date</i>
 _____ <i>Human Resources Director</i>	<u>2/21/12</u> _____ <i>Date</i>

I. PURPOSE SUMMARY. Performs field supervision of assigned personnel of one of the Department's Units, Shifts, Sections, Teams, Squads and/or Details, maintains good personnel relations, safety practices, resolves day-to-day operational problems and questions arising from personnel and the public and enforces law enforcement administrative policies and procedures.

II. ESSENTIAL DUTIES.

As a lead worker performs supervisory duties in the absence of a Lieutenant, tasks include, but will vary greatly due to assignments in Metro Narcotics, Criminal Investigations, Canine, Traffic, Training, Court Security & Transport, Legal Services, and/or Internal Affairs, but are not limited to:

1. Field supervision duties of assigned personnel include, conducts shift briefing, reviews and approves reports, performs uniform and vehicle inspections, generates daily roster and daily shift notes, observes and coaches deputy field performance of duty, completes first report of injury for work-related accidents; generates draft performance evaluations and fact finds for investigations as assigned.
2. Answers calls for service and complaints and performs all functions of a Deputy as necessary such as automobile crashes, domestic disputes, robberies, assaults, and other felonies and misdemeanors.
2. Patrols designated area in a radio-equipped car, motorcycle, bicycle, and/or on foot to preserve law and order, enforces traffic and other laws and ordinance, assumes control at traffic accidents to maintain traffic flow, assists accident victims, and investigates cause of accidents, apprehends suspects, searches, inspects, transports, and takes custody of prisoners, advises subjects of their rights.
3. Secures the crime scene, conducts preliminary investigations, identifies and instructs witnesses, gathers information, and prepares detailed reports and investigates suspicious conditions. Conducts primary investigations of attempted or committed crimes; prepares investigative reports, prepares misdemeanor and felony cases for proper action, interviews witnesses, appears in court to present evidence, prosecute and testify on behalf of the state, maintains professional demeanor in the courtroom, ensures that evidence is properly secured, stored and readily retrievable.
4. Identifies community problems that can be resolved through proactive measures, attends neighborhood block parties and meetings to enhance community-policing efforts.
5. Serves as Field Training Officer or supervisor for trainees upon their graduation from the basic academy, instructs training classes for academy and department personnel, prepares and submits daily activities and other written reports to superior officers.

6. Reports all observed or reported policy violations, complaints received and other significant matters and/or events relating to functions of the Division up through chain of command.
7. Assists Lieutenants and Captains as requested.
8. Performs the duties of a Deputy or Investigator as necessary.

III. ADDITIONAL DUTIES. Responsible for knowing and abiding by all department and County policies and procedures and performs all other duties as designated by the assigned supervisor.

IV. QUALIFICATIONS.

A. Education. High School Diploma or GED is required.

B. Experience. Five (5) years continuous experience in certified law enforcement, the current past four (4) years must be with DASO. For other testing requirements, refer to current collective bargaining agreement.

C. Education/Experience substitution. None

D. Licenses/Certifications. Valid N.M. driver's License and New Mexico Law Enforcement Certification

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Practical knowledge of standard procedures in a technical field that require extended training or experience to perform, such work as adapting equipment when this requires consideration of functioning characteristics of equipment; interpreting results of tests based on previous experience and observations rather than directly reading instruments or other measurers; or extracting information from various sources when this requires considering the applicability of information and the characteristics and quality of the sources.

2. FREEDOM TO ACT.

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available. Employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decisions or help. The supervisor assures finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of work increases with more difficult assignments if the employee has not previously performed similar assignments.

3. GUIDELINES AND JUDGMENT.

Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application, and in making minor deviations to adapt the guidelines to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS.

The work requires considerable and strenuous physical exertion, such as frequent climbing; lifting objects over 50 pounds; crouching or crawling in restricted areas; and defending oneself or others against physical attack.

5. WORK ENVIRONMENT.

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions. The employee endures verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.

6. SUPERVISORY RESPONSIBILITY.

Performs as a lead worker and for professional development as supervisor in the absence of a Lieutenant. For at least 25% of the time, oversees task-based work as a Lead worker. Work observed is highly specific as to objective and content, with limited need for awareness of surrounding circumstances and events. Performs work of the same or comparable nature and difficulty as subordinates; may periodically assist a higher level supervisor with coordinating and monitoring the flow of work or training and assisting subordinates.

IV. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

_____ *Employee*

_____ *Date*

12/10/ Rev 02/12