

**Calumet County**  
**Job Description**

**Job Title:** Patrol Sergeant  
**Salary Level:** Grade 11  
**FLSA Status:** Exempt  
**Department:** Sheriff's Office  
**Reports To:** Lieutenant  
**Prepared By:** Derek Bries, Chief Deputy  
**Prepared Date:** May 5, 2023  
**Approved By:** Michelle L. Wright, Human Resources Director and Todd Romenesko, County Administrator  
**Approved Date:** October 16, 2023

**Summary** Under general direction of the Lieutenant, performs responsible law enforcement work; supervises, and monitors daily operation of those employees assigned to the Law Enforcement Division. Performs related duties as required.

**Essential Duties and Responsibilities** *include the following. Other duties may be assigned.*

Works closely with Sheriff's Office administration to evaluate and ensure the safe, efficient, and effective operations of the Law Enforcement Division so as to provide appropriate law enforcement services to the public. Makes recommendations regarding such matters as personnel, enforcement of laws, adjustment of patrol strength on assigned areas, or support activities. Responds to management requests for assistance in maintaining the professional level of service to the public by the Sheriff's Office.

Conducts shift briefings, reviews training materials, and disseminates information of previous shift activities. Conducts orientation of new employees in accordance with appropriate procedures.

Supervises staff and assigns work tasks to deputies and utilizes other available resources to aid in the demands asked of the department. Ensures efficient completion of duties of assigned personnel on shift. Makes policy and procedural decisions when questions arise.

Provides guidance to deputies relating to day-to-day questions or problems that may arise from their own work responsibilities. Reviews reports of subordinates to ensure they are accurate and conform to Departmental standards. Responds to calls for assistance from patrol deputies.

Responds to criminal investigations, accidents, and death investigations per departmental policies and procedures. Monitors the activities of the department staff and takes appropriate action toward aiding any officer or emergency service provider exposed to danger or any situation where danger might be impending.

In the absence of a superior, calls out aid from fellow officers or other agencies to control any existing or potential emergency.

Conducts preliminary investigations of incidents as necessary; collects and preserves physical evidence, protects crime scenes, and reports and records all facts of an incident.

Responds to calls for service, acts upon information or otherwise addresses concerns of the public without undue delay. Handles all calls with tact, diplomacy, and with only the amount of force necessary. Prepares news releases and handles public relations activities as required.

Maintains personal contact and keeps an open line of communication with department personnel, including administrative, Law Enforcement/Investigative Divisions, dispatch, and jail personnel concerning laws, rules, policy, and procedures.

Inspects vehicles and other equipment issued to deputies to make sure all equipment is maintained to function as required and assigns maintenance of the same. May authorize emergency repairs as needed to essential equipment.

Supervises and participates in the enforcement of all county ordinances, state and federal laws, rules, and regulations, as well as departmental policies and procedures. Supervises and participates in the detection and apprehension of violators of the law, both municipal and criminal. Makes arrests and reports and enforces violations following recognized departmental policies and procedures.

Maintains relationship with other law enforcement agencies, courts, community groups, and others as assigned.

Observes all employees' appearance and conduct to ensure it meets department policy requirements.

Performs all normal patrol deputy tasks.

Reviews and prepares various reports on operations and activities.

It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties an employee may be required to perform. The examples are merely indicative, not restrictive.

### **Supervisory Responsibilities**

Manages subordinate employees in the Sheriff's Office Law Enforcement Division. This mid-level supervisory position is required to assist with the direction, coordination, and evaluation of the division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include making recommendations regarding the interviewing, hiring, and training of employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Maintains minimum staffing levels and approving time off requests.

In the absence of other division supervisors, is responsible for department operations, addresses complaints, and resolves problems in accordance with the organization's policies and applicable laws.

**Qualifications** *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**

Associate degree (A.A.) or equivalent from two-year college or technical school in police science or related field; three to five years patrol or investigative experience, at least two years of which should have been supervisory; or equivalent combination of education and experience.

### **Language Skills**

Ability to read, analyze and interpret general periodicals, professional manuals, technical procedures, and governmental regulations. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions from adversaries, other professionals, and the general public.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to use and account for standard units of American money.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete and changing variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to perform all of the previously stated, under high stress environment or in the presence of extreme provocation.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of word processing software. Operates police communication and computer equipment to obtain, disseminate, and report information.

### **Certificates, Licenses, Registrations**

Certified as a Law Enforcement Officer by the Training and Standards Board, Wisconsin Department of Justice.

Valid Wisconsin Driver's License.

### **Other Skills and Abilities**

Good knowledge of the department policies and procedures.

Good knowledge of State and County laws, police powers and health and safety.

Good knowledge of evidence preparation and courtroom procedures.

Ability to supervise and train subordinate personnel.

Some knowledge of highway classification and of the various makes and types of motor vehicles.

Good knowledge of the methods and practices employed in the detention and apprehension of criminals.

Ability to explain and enforce state and county laws and ordinances clearly and courteously.

Ability to render first aid.

Skill in the use of firearms and other protective equipment.

Ability to establish and maintain effective working relations with other employees, County officials and officers, 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.*

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk and hear. The employee is frequently required to reach with hands and arms; to stand and walk. The employee is occasionally required to stoop, kneel, and crouch; and lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The employee must use weapons or objects to defend him/herself and/or others; and use physical force to control, subdue or arrest combative individuals.

**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.*

While performing the duties of this job, the employee is occasionally exposed to verbal threats or assaults or physical assaults by suspects, arrested persons, inmates, or intoxicated individuals; and intense levels of stressful activities. While performing the duties of this job, the employee may be exposed to harsh environmental conditions including extreme cold, wind, rain, snow, and thunderstorms.

The noise level in the work environment is usually quiet to occasionally loud.