



## CLASS SPECIFICATION

**Class Title:** Sergeant – LE  
**Department:** Sheriff  
**FLSA:** Non-exempt

**Class Code:** 7760  
**Grade:** 26  
**Eff. Date:** 01/01/1982  
**Revised:** 05/20/2026

### GENERAL PURPOSE

Under the general supervision of a lieutenant or other administrative supervisor, performs first line supervisory and a variety of duties related to the public safety and protection of residents and visitors in Davis County.

### EXAMPLE OF DUTIES

Establishes performance objectives for subordinate personnel and evaluates performance in accordance with Davis County and Sheriff's Office policies and procedures.

Supervises, trains, coaches, and mentors employees; plans and schedules personnel for routine assignments and ensures adequate shift coverage including on-call schedules; monitors and approves time-off requests and timesheets of personnel in the County's timekeeping system; ensures subordinates meet annual training requirements; identifies and addresses employee performance and/or behavior problems in a timely manner; initiates and imposes disciplinary action as necessary or as directed.

Provides classroom instruction for Sheriff's Office staff to assist employees with annual training requirements and promote employee career development.

Enforces federal, state, and local laws and performs law enforcement duties including effecting arrests for criminal activities, issuing citations, testifying in court, qualifying with firearms and less-lethal weapons, and operating emergency vehicles; serves criminal and civil warrants and other civil process papers as required by federal, state, and local statutes; conducts searches of individuals, vehicles, and buildings; investigates crime.

Responds to questions, complaints, and requests for assistance from the public.

Prepares various reports, records, logs, memos, and other records which are both intra- and interdepartmental in nature.

Provides input into the preparation of division budget, policies, and procedures.

Operates computer hardware and all applicable software applications and/or other standard office equipment as required. Performs other related duties as assigned.

Areas of assignment may include the following:

A. Investigations Sergeant:

- a. Supervises the operations of the Investigations Unit and/or Crime Lab; assigns cases to subordinates; assists, advises, and evaluates assigned cases.
- b. Reviews case reports submitted by subordinates.
- c. Performs technical law enforcement work; maintains caseload, collects evidence,



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conducts interviews, documents crime scenes, develops informants, and operates specialized investigative equipment.

**B. Patrol Sergeant:**

- a. Serves as the shift commander and supervises the operations of the shift; coordinates and directs assigned division operations.
- b. Performs the duties of a patrol officer to ensure public safety throughout Davis County with special attention to unincorporated areas and contracted cities.
- c. Reviews reports written by subordinates.

**C. Courts Sergeant:**

- a. Supervises the operations of the Courts Unit, including court security and bailiffs; assigns deputies to court rooms and security stations.
- b. Reviews reports written by subordinates.
- c. Prepares statistical reports on bailiff and security hours.
- d. Assists with the transportation and extradition of inmates.

**D. Professional Standards Sergeant:**

- a. Manages the recruitment and background investigations for prospective employees of the Sheriff's Office.
- b. Conducts internal investigations at the direction of the Sheriff or designee.
- c. Oversees the training unit which facilitates the training for all employees of the Sheriff's Office.

## MINIMUM QUALIFICATIONS

**1. Education and Experience:**

High school diploma or equivalent plus five (5) years of full-time experience as a Correctional Officer or Law Enforcement Officer.

**2. Special Qualifications:**

Must be certified as a full-time Law Enforcement Officer through the Utah Peace Officer Standards and Training Academy (POST) or the ability to become certified within 12 months of appointment; must maintain certification and complete required annual training.

Must achieve a qualifying score on the Sergeant examination.

Must be either a United States citizen or a lawful resident of the United States who has been in the United States legally for at least five years and has legal authorization to work in the United States.

Must pass a Davis County Sheriff's Office (DCSO) background investigation, including an eye detect test.

Must pass the physical fitness test annually.

Must complete the POST Instructor Development course or an equivalent course within 12 months of appointment.



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Must possess a valid driver license; must operate a motor vehicle in a safe manner and in compliance with all Utah laws and regulations; new employees with an out-of-state license must obtain a valid Utah driver license within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

### 3. **Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** principles, methods, and techniques of effective training, supervision, and personnel practices; current local, state, and federal laws, ordinances, and regulations; recognition, collection, preservation, and laws of evidence; criminal law and techniques of court procedures; investigative procedures and techniques; recording and reporting of activities; mechanics and techniques of arrest; accident investigation and reporting; ethical principles; self-defense principles and tactics.

**Skill in:** the operation of firearms and other equipment related to official duties; operating an emergency vehicle in a safe manner and in compliance with all applicable practices, policies, procedures, and laws/regulations.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** make rapid and sound decisions under pressure; accurately assess and take effective leadership role in emergencies; maintain composure during emergency situations; assign, supervise, and evaluate the work of others; compose correspondence and reports; maintain files, records, and reports; read and understand court and other criminal detail documents, arrest reports, and criminal histories; make arrests; remain alert and adjust, cope, and respond quickly in unexpected or emergency situations; handle high levels of personal stress and maintain composure under a variety of adverse conditions, including verbal and physical abuse, witnessing death and critical injuries and experiencing risk of personal harm; collect and rapidly assimilate facts; examine witnesses effectively; restrain unruly persons, maintain confidences; establish and maintain effective working relationships with supervisors, subordinates, other employees, legal counsel, judicial officials, other agencies, the general public, community professionals, and intra- and interdepartmental personnel; communicate effectively (orally and in writing), follow written and oral instructions; use sensory perceptions of seeing, hearing, and smelling in order to be alert and aware of surroundings at all times, and to detect and discern emergency and/or threatening situations; understand and follow county, office, and division policies, procedures, and practices; exercise sound judgment; interact effectively with multiple persons from divergent backgrounds.

## WORKING CONDITIONS

The ability to work a variety of shifts and assignments on a rotating schedule, including nights, weekends, and holidays is a requirement.



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The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***