



HARRISON COUNTY SHERIFF'S DEPARTMENT

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Sergeant

DIVISION: Academy

CLOSING DATE: November 7, 2017

INSTRUCTIONS FOR APPLICANTS: You must submit an application to the Harrison County Sheriff's Human Resources Department in the Harrison County Adult Detention facility no later than 4:00 pm on the date listed above.

THE HARRISON COUNTY SHERIFF'S DEPARTMENT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE HARRISON COUNTY SHERIFF'S DEPARTMENT DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

HARRISON COUNTY SHERIFF'S DEPARTMENT
Law Enforcement Job Description

Position Title: Sergeant – Training Academy	Base Salary: \$38,736.00 annually
Supervised By: Division Lieutenant	

ESSENTIAL FUNCTIONS

To fulfill the mission, goals, and objectives of the Harrison County Sheriff's Department, officers and employees must have the ability to perform a variety of duties that are *essential* to the positions they fill. Therefore, individuals applying for the position of Sergeant – Training Academy will initially meet and maintain the same *Essential Functions* as those described under *Essential Functions of an Entry Level Officer*. They are:

1. Section 1 - Speak, Write, and Read Reports and Comprehend Other Documents;
2. Section 2 - Handle Human Relations Problems;
3. Section 3 - Engage in Physical Activities;
4. Section 4 - Operate Vehicle;
5. Section 5 - Enforce Traffic Laws and Manage Traffic Accidents;
6. Section 6 - Arrest and Detain Persons;
7. Section 7 - Use Physical Force to Control Persons;
8. Section 8 - Uses Deadly Force;
9. Section 9 - Conduct Search and Seizure;
10. Section 10 - Protect Crime Scene and Collect Evidence and Information;
11. Section 11 - Conduct Initial Investigations of Various Crimes and Events;
12. Section 12 - Provide Emergency Assistance; &
13. Section 13 - Present Testimony.

An applicant for the position of Sergeant – Training Academy in the Harrison County Sheriff's Department that cannot perform these essential tasks will not be accepted. A current employee in the position of Sergeant – Training Academy who is no longer able to comply with the requirements of the Harrison County Sheriff's Department will be referred to administration for appropriate action to be taken.

SPECIFIC DUTIES:

In addition to the general duties required, A Sergeant – Training Academy will perform the following specific duties. Deviations from the duties within this job description are subject to the prior written approval of the Chief Deputy. The Sergeant will:

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1. Conduct daily physical fitness training with Academy cadets;
2. Assist in policy development;
3. Directly supervise the daily activities of Academy class cadets and monitor their physical and mental wellbeing;
4. Delegate authority to subordinates in the accomplishment of established objectives and goals;
5. Make presentations to supervisors, boards, commissions, civic groups, and the general public as assigned;
6. Review and evaluate division programs and services in support of department goals and mission, and present recommendations to the Major – Training Academy;
7. Maintain records and schedule all certifications and re-certifications for all training officers and dispatchers assigned to the Communications Division;
8. Develops and Coordinates training courses;
9. Communicates with outside agencies on the status of cadets during training;
10. Promotes the Harrison County Training Academy;
11. Communicate administrative, procedural, and performance issues to the Lieutenant – Training Academy in a timely manner;
12. Ensure routine maintenance and repair is conducted on division equipment;
13. Any other duty assigned by the Lieutenant – Training Academy.

CHAIN OF COMMAND:

This position reports and is accountable to the Lieutenant – Training Academy. Annual and supplemental job performance evaluations will be completed in writing and discussed with the officer performing these duties. During the review, the officer will sign the evaluation acknowledging receipt only, and receive a copy of the evaluation. The officer may disagree with the evaluation, and provide written comments as well.

EDUCATION AND EXPERIENCE:

1. Have a high school diploma or equivalent (GED);
2. Currently employed with the Harrison County Sheriff's Department;
3. A minimum of Five [5] years of full time experience as a law enforcement peace officer.
4. General knowledge of Law Enforcement and Corrections Training courses.
5. Have successfully completed required Mississippi Law Enforcement Basic Certification Course;
6. Be able to pass a physical fitness test certified by minimum standards.
7. In lieu of these qualifications, a combination of other training and experience may be considered.

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