

**CITY OF STUART
JOB DESCRIPTION**

Title: POLICE SERGEANT

Department: Police

Job Code: 3110

Grade: P06

Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under direction of the Division Commander, is responsible for exercising first line command of police personnel. Incumbents use judgment and acquired knowledge in interpreting state laws, local ordinances, and departmental regulations, as well as appraising the effectiveness of enforcement. Duties involve an element of personal danger and exposure to adverse weather conditions. Although duties are performed in accordance with established policies, judgment is frequently exercised. Instructions are received orally and in writing from a superior officer. Work is reviewed through observations, inspections, and evaluations of submitted reports. May serve as Acting Division Commander in the absence of the Division Commander.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Assigns and oversees the work of one or more subordinates.
 - a. Assigns zone assignments to subordinates.
 - b. Assigns proactive investigation to members of the unit.
 - c. Conducts classes for in-service training.
 - d. Approves overtime and leave for subordinates.

2. Trains and develops subordinates.
 - a. Provides leadership.
 - b. Assists subordinate investigating complicated incidents.
 - c. Discusses with subordinates complex situations.
 - d. Provides motivation.
 - e. Develops a positive morale environment.

Police Sergeant - continued

3. Evaluates subordinate's performance.
 - a. Completes subordinate performance appraisals.
 - b. Makes recommendations for transfers.
 - c. Provides written and verbal appraisals.
4. Maintains discipline.
 - a. Counsels employees.
 - b. Conducts verbal counseling on incidents involving the officer's behavior.
 - c. Makes written reprimands.
5. Conducts inspection of personnel, facilities, and equipment.
 - a. Conducts random inspection of subordinates equipment (firearms, operations manual, updated legal guidelines)
 - b. Inspects departmental vehicles for any safety violations or related hazards.
6. Identifies operational and administrative deficiencies and implements change or submits written or oral recommendations that commensurate with the sergeant's authority.
 - a. Conducts internal affairs investigations.
 - b. Makes recommendations to upper management concerning a wide range of policy and procedure.
7. Investigates citizen's complaints concerning departmental employees and/or services.
 - a. Resolves problems between the subordinate and the citizen.
 - b. Advises the citizen of departmental policies and procedures.
 - c. Conducts or supervises special programs such as DARE and Police Explorer.
8. Responds to serious or complex incidents, supervises personnel at scene, and provides additional personnel and resources as required and wears required issued equipment.
 - a. Oversees complex criminal investigations.
 - b. Oversees that evidence is properly secured.
 - c. Organizes a crime scene so that a successful investigation is completed.
 - d. May be involved in physical altercations which require the use of defensive tactics and overall fitness and physical ability to resolve.

Police Sergeant - continued

9. Reports immediately to superior matters of serious importance or concern.
 - a. Reports directly to the Division Commander any serious incidents that impact the community.
10. Provides for the correct and timely completion of all administrative matters concerning members of his command.
 - a. Oversees that subordinates complete all reports.
11. Oversees and supervises personnel who conduct serious, complex, and/or highly specialized types of investigations.
 - a. Oversees homicide, robbery, child abuse, and other related crime scenes.
 - b. Makes certain that all laws and rules on procedures are followed for a successful investigation.
12. Coordinates the activities of his/her subordinates with the activities of the members and agencies.
 - a. Maintains professionalism of subordinates as they interact with other city, county and state agencies.
13. Prepares written reports, forms, and other paperwork as required.
 - a. Purchases equipment and supplies as needed.
 - b. Writes grant applications.
 - c. Completes written log of serious/unusual events for supervisors.
14. Assists in divisional planning, coordinating and budgeting in both the planning and implementation stages.
15. Performs the work of subordinates if and when required.
 - a. Assists new subordinates on unusual or complicated incidents.
 - b. Often performs the tasks of an officer during peak periods when an over burden of calls for service are holding.
16. Provides leadership functions to subordinates.
 - a. Provides motivation.
 - b. Meets the departmental goals while simultaneously meeting those of the subordinates.
 - c. Provides departmental and field training.

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NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Must be certified Police Officer with the Stuart Police Department and under Florida Department of Law Enforcement (FDLE) Standards. Must possess five (5) years of continuous experience. Must pass a closed competitive exam.

Must possess a current Florida driver license.

B. Knowledge, Abilities and Skills:

Knowledge of criminal laws including those relative to search, seizure, arrest, and rules of evidence.

Knowledge of the geography and demographics of the community.

Knowledge of methods and practices of criminal investigation and patrol administration.

Knowledge of supervisory principles and practices.

Knowledge of court procedures.

Knowledge of First Responder and CPR.

Knowledge of the methods for care and custody of prisoners.

Knowledge of departmental rules, regulations and policies and procedures.

Ability to communicate clearly and concisely, orally and in writing.

Ability to establish and maintain effective working relationships with subordinates, superiors, and the public.

Ability to maintain physical and emotional composure during emergency situations.

Ability to understand and carry out oral and written instructions.

Ability to analyze complex situations and adopt reasonable courses of action.

Ability to supervise a group of subordinates in a manner conducive to full performance and high morale.

Ability to work shift work.

Ability to learn and adapt to changing technologies and practices.

Skilled in the use, care and handling of firearms, impact weapons, and chemical agents.

Skilled in the operation of a motor vehicle under adverse conditions.

C. Physical Requirements:

Task involves the regular, and at time sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, reaching, stretching, standing, kneeling, pulling, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; involves the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand-eye coordination or may involve the complex operation of gasoline, electric, or diesel-powered machinery, vehicles or police equipment requiring the manipulation of multiple controls, fine adjustments or both.

D. Environmental Requirements:

Task may require frequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.

Task requires sound perception and discrimination.

Task requires odor perception and discrimination.

Task requires depth perception and discrimination.

Task requires texture perception and discrimination.

Task requires visual perception and discrimination.

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Task requires oral communications ability.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Police Chief

Received by: _____ Date: _____
Employee