

City of Lake City, FL

Classification Description

Classification Title: POLICE SERGEANT
Department: POLICE

Pay Grade: 13
FLSA Status: Non-Exempt

General Description

This is responsible work involving primary supervision, direction and control of Corporals, Patrol Officers, CID Investigators, OPS, or Task Force personnel. This position performs field supervision responsibilities over all areas to which assigned. Work is performed under the administration direction of a superior officer. This is general duty police work in the protection of life and property through the enforcement of laws and ordinances.

Nature of Work

Essential Functions:

- Supervises over and participates in general police officer duties and supervises special units, responds to major police, accident and fire calls on a shift. Operates a police vehicle.
- Assists and instructs officers in investigations and other unusual situations.
- Explains and interprets the general and special orders.
- Instructs and advises Corporals and patrol officers in various phases of police operations.
- Receives, reviews and approves field reports.
- Assists in the development of strategies in combating crime. Insures officers are familiar with crime problems in their assigned zones.
- Conducts daily roll call for shift.
- Maintains discipline of subordinates by inspection, evaluation, counseling and enforcement of departmental orders and directives.
- Prepares paperwork and court room documents.
- Maintains Federal grants and investigative funds.
- Responds to citizens' complaints.
- Maintains equipment used in daily operations.

- Possesses authority to issue verbal reprimands, make emergency suspensions, and recommend other disciplinary actions.
- May participate in police officer recruitment.
- Must complete CJSTC Course 809 Field Training Officer Course for Law Enforcement or obtain the certification.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses highly technical computer applications, such as GIS or CAD.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of police supervisory concepts and practices, modern police methods and procedures;
- Knowledge of rules and regulations of the department;
- Knowledge of Federal, State and municipal and controlling court decisions;
- Knowledge of physical and social characteristics of the City;
- Ability to plan, assign, instruct, supervise and evaluate the work of subordinates;
- Ability to analyze situations quickly and objectively to determine proper actions to be taken;
- Ability to deal courteously and fairly with the public;
- Ability to write, read and speak effectively; and
- Skill in the care and use of firearms.

Minimum Qualifications: Must be a high school graduate or possess a General Education Diploma (GED). Special courses in supervision and police management desirable and Three (3) years experience as a certified sworn officer within the department. Must have a Florida Law Enforcement Certification. Must possess a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Endure sustained acts of physical exhaustion and endure periods of light duty under unfavorable and life threatening situations.
- Light to heavy (45 pounds and over) lifting and carrying
- Walking, standing, running, driving, climbing, jumping, bending, stooping
- Acceptable eyesight (with or without correction)
- Acceptable hearing (without hearing aid)

- Ability to communicate both orally and in writing

Environmental Conditions:

- Works inside
- Works outside in various weather conditions
- Works in hazardous and stressful conditions

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Signature

Date

Print Name