



## Police Sergeant

EEO Class Code: Service Worker  
Union Status: Unclassified  
FLSA Code: Exempt

# The Town of Pembroke Park Job Description

<b>Department:</b>	Police
<b>Supervises:</b>	Police Officer
<b>Position Reports To:</b>	Police Lieutenant
<b>Sworn:</b>	Yes

### Job Specifications

#### NATURE OF WORK

Under limited direction, supervises and participates in the activities of Police patrol, detective, traffic or other specialized squad/section on an assigned shift; provides daily direction, guidance, inspection and evaluation of the tasks assigned to sworn and civilian employees; and performs related duties as assigned.

#### STATE OF EMERGENCY

When normal operations of Town departments are suspended or interrupted due to a declaration by the Mayor that a state of emergency exists, all employees will be deemed critical by the Town. For the preparation and/or continuation of emergency operations or for special work detail, employees deemed necessary shall be required to work. This is a condition of employment.

#### ILLUSTRATIVE TASKS

Tasks required of those in the position of Police Sergeant include, but are not limited to:

- Supervises, trains and evaluates Police Officers and civilian employees. Schedules and coordinates personnel assignments.
- Patrols assigned area of the Town for the prevention of crime and enforcement of all applicable criminal, traffic and other laws and ordinances.
- Responds to citizen complaints or questions regarding subordinate actions.
- Responds to calls for service involving crimes (e.g., robberies, assaults, homicides, narcotics, etc.)
- Responds to general public service calls for civil or societal problems.
- Completes necessary reports and checks written reports for completeness and accuracy. Reviews a variety of Police related reports prepared by officers and civilian employees.
- Prepares and presents daily briefings.
- Coordinates investigative activities by maintaining contact with all involved personnel.



- Advise employees concerning questions on departmental policies and procedures.

## **KNOWLEDGE, SKILLS, ABILITIES**

The Police Sergeant should possess the following knowledge, skills, and abilities:

- Knowledge of principles and practices of supervision.
- Knowledge of federal, state and Town laws governing Police operations, custody of prisoners, search and seizure, and the rules of evidence.
- Knowledge of Town and departmental policies and procedures.
- Knowledge of general law enforcement problems.
- Knowledge of patrol, criminal and traffic investigations.
- Skill in both verbal and written communication.
- Skill in training and supervising assigned staff.
- Skill in analyzing situations, maintaining composure, and making effective and reasonable decisions.

## **MINIMUM REQUIREMENTS**

- High School Diploma or GED equivalent required. Associates Degree or Bachelor's Degree in Criminal Justice or a related field preferred.
- Minimum of four (4) years as a certified Police Officer.
- Requires active Florida law enforcement certification, or the ability to re-instate within a reasonable time.
- Florida Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement required.
- Valid Florida Driver's License required, or with the ability to obtain a Florida driver's license within thirty (30) days of employment.
- An equivalent combination of education and experience may be considered.

## **SPECIAL DRIVING REQUIREMENTS**

- Have not lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three or more moving violations.
- Have had one DUI (Driving Under the Influence) in any preceding twenty-four (24) month period. License suspension of two weeks or less or suspensions based only on non-moving violations that have been cleared will not automatically result in revocation of driving privileges.
- Have not had more than one DUI (conviction or adjudication withheld) in Florida or any other state within the past ten (10) years.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to heavy lifting may be required.



- Frequent need to walk, run, lift, and climb.
- Work involves potentially hazardous, controllable, and life-threatening situations.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.
- May be potentially exposed to hostile environments.

*The Town of Pembroke Park is an Equal Opportunity Employer that does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.*