



Police Sergeant

EEO Class Code: Service Worker

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Police

Supervises: Police Officer

Position Reports To: Police Lieutenant

Sworn: 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.