



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

The Police Sergeant is responsible for supervising and coordinating law enforcement activities, ensuring the effective enforcement of laws and ordinances, and maintaining public safety. This position requires strong leadership, sound judgment, and the ability to act decisively in high-pressure situations.

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.

ESSENTIAL FUNCTIONS

The following duties are representative of this position's regular responsibilities. Additional duties may be assigned as necessary. Tasks required of those in the position of Police Sergeant include, but are not limited to:

- Conducts proactive patrols in high-crime and commercial areas to deter criminal activity.
- Engages with community members to establish and maintain positive relationships.
- Maintains public order, prevents crime, and protects life and property.
- Enforces all criminal and traffic laws of the State of Florida and Town of Pembroke Park ordinances.
- Investigates suspicious activities, conducts preliminary crime investigations, and gathers intelligence.
- Conducts frisks, pat-downs, and lawful searches; apprehends offenders; secures suspects using appropriate restraint techniques.
- Collects and processes evidence, ensuring proper chain of custody.
- Provides information and guidance to victims, witnesses, and offenders regarding legal procedures.
- Assists with traffic control, aids stranded motorists and directs vehicular and pedestrian traffic as needed.

- Responds to emergencies, making sound decisions under high-stress conditions.
- Prepares detailed reports, investigative documents, and other required records.
- Testifies in court and complies with all lawful subpoenas.
- Acts as a liaison between the police department and the community to enhance the department's public image and foster trust.
- Provide guidance, mentorship, and training to officers under their command.
- Maintains professional conduct and adherence to all department policies and procedures.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

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

- Must be a sworn law enforcement officer in the State of Florida with first-line supervisory experience.
- Thorough knowledge of department policies, procedures, rules, and regulations.
- Extensive understanding of Florida state laws and local traffic and criminal enforcement ordinances.
- Proficiency in utilizing law enforcement technology, including computers, databases, and surveillance equipment.
- Strong interpersonal and communication skills, with the ability to interact professionally and respectfully with the public, fellow officers, and subordinates.
- Ability to assess complex situations, analyze available information, and make sound decisions in rapidly evolving circumstances.
- Demonstrated leadership ability, commanding respect and fostering a positive and disciplined work environment.
- Strong problem-solving skills and the ability to de-escalate tense situations effectively.
- Ability to remain composed under pressure, exercise sound judgment, and take appropriate action in emergencies.
- Must exhibit tact, diplomacy, and emotional control while interacting with diverse individuals and groups.
- Willingness to support and mentor officers while maintaining accountability within the chain of command.

MINIMUM REQUIREMENTS

- High School Diploma or valid equivalent.
- Five (5) years as a certified Police Officer.
- Two (2) years of supervisory experience in a law enforcement setting.
- Requires active Florida law enforcement certification.
- Florida Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement.
- Valid Florida Driver's License.
- An equivalent combination of education and experience may be considered.
- Must pass all background checks, psychological evaluations, and fitness standards as department policy requires.

PREFERRED REQUIREMENTS

- Associate's degree or higher.
- Previous experience as a Police Sergeant.
- Advanced training in areas such as crisis intervention, community policing, or conflict resolution.

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.

- Physically capable of performing all duties required of a patrol officer, including but not limited to foot pursuits, defensive tactics, and emergency responses.
- 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.