

**Title:** Police Sergeant  
**PG:** 56  
**Status:** Non-Civil Service  
**Position Reports to:** Lieutenant  
**Department:** Police

**Class Code:** 4010  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is responsible and technical police work that involves the supervision of a group of employees on an assigned shift. An employee in this class supervises subordinate employees on an assigned shift or special assignment and makes decisions in accordance with Department rules and regulations, laws and ordinances. There is latitude for some freedom of operation within limits outlined by a superior. Performance is reviewed through inspections, reports and conferences.

### **ESSENTIAL FUNCTIONS:**

1. Supervises employees engaged in patrol, investigative or administrative work; assigns tasks, outlines objectives to be accomplished and reviews for satisfactory performance before and after completion; reviews and approves reports filed by subordinates; takes command of the more difficult situations or gives instruction to subordinates to accomplish task(s); inspects subordinates in the field or at headquarters.
2. Evaluates problems and takes steps necessary to eliminate undesirable situations.
3. Makes arrests; interviews suspects, witnesses, victims, informants or other persons to verify facts and obtain evidence; testifies in court.
4. Provides oral and written reports.
5. Evaluates subordinates performance and investigates complaints; recommends appropriate action to be taken.
6. Ensures assigned personnel have equipment and means to complete tasks.
7. Inspects the cleanliness and operational readiness of equipment or assigned personnel.
8. Monitors all overtime, sick leave and funeral leave to ensure that they comply with guidelines established by City policy.
9. Conducts annual employee performance evaluations and merit pay increase recommendations for unit personnel.
10. Develops annual budget for unit.
11. Develops unit objectives and implements programs to assure these objectives are met.

### **ADDITIONAL RESPONSIBILITIES:**

1. May serve as Police Lieutenant when assigned.
2. Performs related work as required

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of departmental policies, rules and regulations.
2. Extensive knowledge of principles, practices and equipment used in police work.
3. Thorough knowledge of federal, state and local laws and ordinances rules of evidence and laws regarding search and seizure.
4. Considerable knowledge of administrative and supervisory practices, including personnel.
5. Skill in the use of firearms and other police equipment.
6. Ability to plan, organize and effectively direct subordinates.
7. Ability to assign and review the work of a number of subordinate employees and to provide effective leadership at all times.
8. Ability to develop and maintain effective working relationships with the general public, other public agencies, the media, City officials and between bureaus, divisions and units of the Police Department.
9. Ability to lift and/or move heavy objects or persons in the course of rescue activities.
10. Ability to physically restrain persons in the course of law enforcement activities.
11. Ability to withstand working outside in all extreme weather conditions.

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12. Ability to give chase on foot in the course of law enforcement/criminal apprehension activities.
13. Visual ability sufficient to operate a police vehicle both by day and night, to observe criminal actions taking place, to observe traffic violations taking place, to read and write reports, correspondence, etc.
14. Hearing ability sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.
15. Speaking ability sufficient to communicate effectively with other individuals in person, over a telephone and over a radio.
16. Freedom of mental disorders, which would interfere with performance of duties as, described.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires active work that involves walking, running, and or standing most of the time, exerting up to 100 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to electricity, violence, extreme hot/cold temperatures, adverse weather conditions, pollens, dusts, pathogens, and heights.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Currently employed as a full-time Police Officer with the City of Lakeland with a minimum of five (5) years consecutive experience with the Lakeland Police Department as a full-time sworn officer and sixty (60) hours of college credit from an accredited college or university
2. Completion of City University Level one (1) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. Must maintain certification as a Law Enforcement Officer from the Florida Criminal Justice Standards and Training Commission.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.