



Class Code: CBA  
Grade: CBA  
FLSA: NE  
WC Code: 7720  
EEO Code: 4  
EEO Job Category: Technician

## **CITY OF LAUDERHILL, FLORIDA JOB DESCRIPTION**

**JOB TITLE: POLICE SERGEANT**

### **GENERAL STATEMENT OF JOB**

The purpose of this position is to perform supervisory and general law enforcement work in order to preserve public peace, to protect lives, property and rights of the public, by way of, enforcing statutory laws and municipal ordinances, to deter crime and to respond to calls for assistance, under the general supervision of the Chief of Police or designee. Employees in this classification perform supervisory and skilled, protective, and investigative work. The position is responsible for supervision of officers and civilian employees, investigations, citizen complaints, as well as, routine and specialized administration. Performs other duties as assigned.

### **ESSENTIAL FUNCTIONS**

**The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Performs all functions of Certified Police Officer, as well as, the following:

Leads, supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and completing/reviewing employee performance appraisals; prepares reports, forms, and correspondence; assists with investigating complicated incidents, provides motivation, and develops a positive morale environment.

Oversees and monitors daily activities of assigned unit; allocates priority of calls for services; oversees/monitors subordinates' response to incidents and assists officers with complex situations or cases; distributes information and relays special instructions; delegates investigations, patrols, special assignments, or other shift tasks to subordinate personnel; reviews work of officers; makes appropriate staff notification pursuant to Departmental policy.

Instructs and directs subordinates regarding proper procedures and protocol of the department; schedules and conducts in-service training related to pertinent topics; inspects personnel for compliance with guidelines, uniform requirements, and other departmental regulations.

Performs various personnel and administrative tasks to ensure proper functioning of unit or shift; schedules/approves staffing, coverage, and leave; requests overtime as necessary to ensure adequate coverage; prepares shift, incident, monthly and other reports; maintains records pertaining to unit activities, inspecting officers' uniforms, vehicles, etc.

Enforces all city and state codes, ordinances, laws, and regulations in order to protect life and property and to prevent crime and promote security; apprehends and/or arrests persons who violate federal, state or City codes.

Engages in public relations and community service activities and events to promote a positive image for the department and to build cooperative and collaborative relationships with the community; responds to questions, complaints, and requests for information by telephone or in person from merchants, community/civic organizations, the general public, employees, superiors, and other individuals.

Maintains visibility by patrolling assigned area, City streets, parks, neighborhoods, and businesses; initiates contacts with business operators and residents to establish communication within the community; helps develop trends and/or patterns pertaining to specific locations.

Maintains current knowledge of changes in laws, new methods of enforcement, and other trends and developments in law enforcement, as well as changes in leadership and supervision techniques.

Performs routine office functions such as filing, faxing, answering phones, and copying.

Performs related duties as directed.

#### **MINIMUM QUALIFICATIONS**

- State of Florida Law Enforcement Officer Certification; AND
- Valid State of Florida Driver License; AND
- Five (5) years of experience as of the date of promotional exam/assessment; **AND** High school diploma or equivalent; **OR**
- Three (3) years of experience ~~that includes law enforcement~~; **AND** Associate's Degree or equivalent;

#### **ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS**

Driving Requirements: The ability to drive and operate a personal or City vehicle for extended periods of time, including utilization as field office; and to enter and exit the vehicle various times throughout the day.

Physical Requirements: The ability to exert extremely heavy physical effort in very heavy work, which may involve some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and/or lifting, carrying, pushing, and/or pulling of objects and materials in excess of 100 pounds.

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate City vehicles, tools, equipment, and machinery.

Sensory Requirements: The ability to perceive and differentiate audio and/or visual cues or signals; and to perceive and differentiate depths, and/or textures.

Form/Spatial Aptitude: The ability to inspect items for proper length, width, and shape; and to visually read various information.

Color Discrimination: The ability to differentiate between colors or shades of color.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and/or in writing as needed to exchange information, coordinate work activities, and resolve matters.

Functional Reasoning: The ability to apply principles of rational systems, such as motivation, incentive, and leadership; to interpret instructions furnished in written, oral diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: The ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, measurable, verifiable, or subjective criteria.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages; and to interpret numerical data and graphs to create reports and/or develop forecasts.

Environmental Factors: Essential functions are performed with varied exposure to adverse environmental conditions (i.e. cold, heat, rain, sunlight, humidity, noise, dirt, odor, fumes, disease, pathogens, traffic hazards, animals, wildlife, violence, and/or explosives).

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands

described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

#### **VETERANS' PREFERENCE**

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.