



## Job Description

### Police Sergeant

Pay Grade: P03

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**Employment Status:** Full-Time

**FLSA Status:** Non-exempt

**Experience Required:** Minimum four (4) years of experience as a full-time certified sworn Police Officer and hold the rank of Police Corporal with the City of Fort Walton Beach Police Department.

**Minimum Education Requirements:** High School graduation or G.E.D., an Associate's degree is desirable.

**Direct Supervisor:** Assigned Lieutenant.

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Works inside in an office setting and outside in the City of FWB jurisdiction.

**Certification:** Valid State of Florida driver's license. Florida Law Enforcement Certification

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**Job Summary:** Responsible work involving primary supervision, direction, and control of subordinates on a shift. Employee is responsible for field supervision responsibilities over all areas to which assigned.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Supervise and participate in general police officer duties, respond to major police accidents and on a shift.
- Supervise and assist in the investigation of criminal complaints, criminal investigations, and preparing cases for court and appears in court as a prosecution witness.
- Interrogate prisoners; conduct post-arrest interviews; and interview witnesses.
- Assist and instruct officers in investigations and other unusual situations.
- Assist in the development of strategies in combating crime. Ensure officers are familiar with crime problems in their assigned zones.
- Conduct daily roll call for shift.
- Maintain discipline of subordinates by inspection, counseling, and enforcement of department orders and directives.
- Issue verbal reprimands and recommends other disciplinary actions.
- Explain and interpret the general and special orders.
- Instruct and advise officers in various phases of police operations.
- Receive, review, and approve field reports.
- Assign case to subordinate officers and carefully review their work and case reports.
- Maintain good public relations with the public, news media, and civic groups.
- Conduct comprehensive and non-biased yearly evaluations of assigned officers.
- Perform other job duties as assigned.

### Knowledge, Skills, and Abilities (KSA's) for Position



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An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- Police supervisory concepts and practices, modern police methods, and procedures.
- Rules and regulations of the Department.
- Pertinent laws, ordinances and codes pertaining to criminal and related violations.
- Federal, State, and municipal and controlling court decisions.
- Physical and social characteristics of the City.

#### Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Care and use of firearms.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

#### Abilities

- Assimilate information from various sources and prepares reports and recommendations on departmental programs and activities.
- Calm irate persons and calm them when making complaints about officers and/or policies of the Department and to resolve issues courteously & effectively.
- Plan, assign, instruct, supervise, and evaluate the work of subordinates.
- Analyze situations quickly and objectively to determine proper actions to be taken.
- Deal courteously and fairly with the public.
- Works outside in various extreme weather conditions.
- Work in daily environment of hazardous and stressful conditions.

#### Physical Demands

The work is light work which requires exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.



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---

- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:  
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\_\_\_\_\_

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date