

**City of Florence**  
**Police Sergeant**

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DEPARTMENT: Police  
CLASSIFIED: Regular, Full-time  
DATE: August 2014

REPORTS TO: Lieutenant  
POSITION STATUS: Non-Exempt  
SALARY: \$26.50-\$34.50/Hr

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**POLICE SERGEANT**

**PURPOSE OF POSITION:**

Supervise and direct the activities of regular and reserve Police Officers; perform law enforcement and crime prevention work including patrol and investigation to enforce federal, state and local laws for the City as well as in support of other agencies; attend related meetings and training. Position will typically have major responsibility for additional duty such as training, weapons, scheduling, crime prevention, and/or Reserve Officer and Auxiliary Police programs.

**ESSENTIAL JOB FUNCTIONS:**

Supervise assigned staff including scheduling, assigning and reviewing work, evaluating performance, recommending disciplinary action, and recruiting, interviewing and recommending hiring of Police Reserve Officers, Police Auxiliary Officers and new employees.

Maintain written records and prepare reports necessary for investigations, crime prevention, and prosecution and office activities. Review incidents and activity reports as submitted by subordinates. Testify in court as necessary.

Patrol streets, businesses and residential areas to enforce traffic and criminal laws. Issue verbal/written warnings or citations for violations. Perform security checks for suspicious persons/vehicles/buildings. Qualify annually with firearms.

Respond to calls, including major crimes, civil complaints, thefts, assaults, family disputes, etc., and take appropriate actions. Direct road traffic at accident/crime scenes as necessary.

Conduct investigations and interrogations; gather evidence and interview victims and witnesses. Conduct internal investigations regarding alleged misconduct on the part of, department personnel.

Perform crime prevention activities which include surveillance patrols and dissemination of information to the public. Make arrests, search, transport and release prisoners. Perform jail duties as needed.

Perform various equipment related checks and operator maintenance as scheduled or necessary.

Follow all safety rules and procedures established for work areas. Perform all other related duties as assigned.

**AUXILIARY JOB FUNCTIONS:**

Provide information as necessary during preparation of departmental budget request. Perform CPR and first aid as needed. Participate in public relations programs which may include speaking to citizen and school groups. Deliver emergency messages, respond and provide assistance to other law enforcement agencies. Maintain work areas in a clean and orderly manner.

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**MANDATORY REQUIREMENTS:**

Must have a broad knowledge of police practices and procedures, investigative methods and techniques, federal, state and local laws, firearm use and safety precautions, principles of supervision and personnel practices. Must have a minimum of six years of experience as a Patrol Officer with a Municipal, County or State law enforcement agency and additional documented training which demonstrates the knowledge, skills and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:**

Possession of DPSST Advanced Certificate. Possession of valid drivers' license and CPR/First Aid certification.

**DESIRABLE ADDITIONAL QUALIFICATIONS:** Possession of DPSST Supervisory certificate. Previous supervisory experience.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to operate a motor vehicle, sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility. Position is typically required to move materials weighing up to 20 pounds on a recurring basis. Position may be required to deal with violent and combative individuals requiring considerable physical exertion.

**WORKING CONDITIONS:**

Work locations are in all types of indoor and outdoor environments. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol or who have communicable diseases. Incumbent operates police vehicles and may be required to sit for extended periods while performing various duties. Must be available for on-call and emergency response.

**SUPERVISORY RESPONSIBILITIES:** Provides supervision to regular and reserve officers, typically over 3 and seldom exceeding 5 officers at anyone time.

**SUPERVISION RECEIVED:** Works under the direction of the Police Lieutenant or his/her designee.

**THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER WORK AS NECESSARY.**