

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## SERGEANT - LAW ENFORCEMENT

<b>JOB CODE: 30110</b>	<b>PAY GRADE: S02</b>	<b>PAY RANGE: \$93,547 - \$104,624</b>
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### GENERAL DESCRIPTION

Under the direction of a commander, performs work of ordinary difficulty and responsibility in the field or office, in directing the work activities of Deputies or other Sheriff's Office personnel in the area of assignment. Incumbent may supervise members engaged in patrol, traffic regulation, crime investigation, identification, work with juveniles, service of civil and criminal process, or the performance of other specialized or technical duties.

Positions require the member to work on rotating shifts, including nights, weekends and holidays. Duties are generally performed on an assigned shift, but the deputy may be called upon to continue assigned duties or special work assignments on other shifts and/or at such times as directed to best fill the efficient and effective operations of the Sheriff's Office. Work is reviewed through personal observation, inspections and by discussion and review of daily reports for adherence to prescribed methods and procedures.

Members in this position must reside in the following counties: Pinellas, Hillsborough, Pasco, Manatee or Hernando.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Pursuit, apprehension, and arrest of law violators or suspected law violators.
- Instructs, assigns and supervises the work of subordinate employees through observation and written reports.
- Trains deputies in the conduct of their duties; compiles and summarizes crime statistics; reviews squad activity regularly.
- Performs routine patrol; investigates citizen complaints, makes court appearances and testifies; arrests law violators and performs other specialized law enforcement work, in uniform and plain clothes, as required by assignment or detail.
- Conducts periodic reviews of work of subordinates, materials, equipment, personal appearance and work methods and procedures; maintains close supervision, appraising and evaluating conditions of performance for adherence and conformity to duties and methods as prescribed by Sheriff's Office policy, rules and regulations, special or general orders.
- Initiates corrective action and/or disciplinary action as necessary.
- Responds to all emergency calls or calls for assistance and takes charge of any emergency or major crime scenes and directs all police activities at the scene until relieved by a superior officer or other competent authority.

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- Assists in the training of personnel.
- Performs other related duties as assigned.
- Participates in Sheriff's Office recruitment and community relations activities as directed.

## QUALIFICATIONS

- High school graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education.
- Certification of completion of law enforcement training as required by the State of Florida.
- Meet requirements and standards of the Florida Criminal Justice Standards and Training Commission as authorized by F.S.S. 943.13.
- Must be a full-time, law enforcement-certified deputy who has served in that capacity with the Pinellas County Sheriff's Office for a cumulative five (5) years, prior to taking the promotional exam.
- Must possess and maintain a valid Florida Driver's License (minimum Class E).
- Consideration for this position requires a credit check.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to perform all the essential duties and requirements of the Law Enforcement Deputy Sheriff position.
- Ability to receive orders from superiors and to transmit them to subordinates in a firm and tactful manner.
- Knowledge of General Orders and standard operating procedures.
- Ability to lead by example.
- Ability to react quickly and calmly and direct the work of subordinates in an emergency.
- Knowledge of the application of modern law enforcement principles and practices.
- Knowledge of the importance of law enforcement work, the geography of Pinellas County, its unincorporated areas, and the general roadway system of the County.
- Knowledge of applicable laws, ordinances, rules and regulations.
- Knowledge of first aid practices.
- Ability to understand and carry out oral and written instructions.
- Ability to react quickly and calmly in emergency situations.
- Ability to cope with stressful situations and perform calmly under stressful conditions
- Ability to work closely with others as a team.
- Ability to prepare and present clear, accurate, concise and objective written and oral reports.



- Ability to enforce the law with firmness, tact and impartiality and to deal courteously with the public.
- Ability to recognize and understand the emotional and physical reactions of both victims and perpetrators of crimes.
- Ability to adhere, at all times, to the standards and principles of honesty and integrity, and to keep your private life unsullied as an example to all.
- Ability to comply with the Drug Free Workplace Act.
- Skill in calmly and systematically eliciting critical information from individuals whom may be injured and/or highly emotional.

## PHYSICAL ABILITIES

The physical abilities listed below are requirements to perform the essential functions and responsibilities.

- Requires satisfactory medical standards as stated on FDLE form CJSTC 75A, agency medical physical clearance form, and the following:
  - Visual acuity of 20/30 vision standard in each eye; if corrective lenses must be used to satisfy 20/30 vision standard, uncorrected vision should be no worse than 20/100 in each eye.
  - Hearing acuity, single hearing levels should not exceed 25 decibels at either 500, 1000, or 2000 Hz nor exceed 30 decibels at 3000 Hz frequencies in each ear.
- Ability to lift 50 lbs. from floor to waist.
- Ability to sit, stand and walk up to 12 hours per day.
- Ability to perceive sounds at normal voice range and sounds transmitted by radio and sirens.
- Ability to maintain a level of physical conditioning to be able to physically subdue, restrain, and apprehend law violators.
- Ability to meet the physical conditioning requirements of periodic in-service training in all high liability areas (firearms, defensive tactics, A.S.P., tactical driving).
- Ability to render physical assistance.
- Ability to operate authorized revolver or semi-automatic handguns designated by the agency from a standing, crouching, kneeling, or prone position with either hand with accuracy; essentials for this requirement shall consist of, but not be limited to, the following: grip, stance, sighting under various lighting conditions, trigger control, body positioning, drawing techniques and loading/unloading.
- Ability to drive a motor vehicle in a safe and efficient manner.
- Ability to utilize standard vehicle emergency equipment; ability to use mirrors for safe vehicle operation.
- Ability to properly identify colors utilized in descriptions.

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- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the work place.

This list of functions, duties, responsibilities, skills, and physical abilities is not intended to be all-inclusive, and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.