

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### POLICE SERGEANT

**SALARY SCHEDULE: ADMINISTRATIVE - H**

**COST CENTER: DEPARTMENT of SAFETY, SECURITY & EMERGENCY MANAGEMENT (9035)**

**QUALIFICATIONS:**

- (1) Must have a high school diploma or GED.
- (2) Minimum five years consecutive experience as a police officer.
- (3) Florida Law Enforcement Certification.
- (4) Must pass background investigation, polygraph examination, drug test, physical examination, and psychological evaluation.
- (5) Possess a valid driver's license.
- (6) U.S. Citizen

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to oversee, supervise and effectively manage police officers in a wide variety of situations and circumstances. Demonstrate ethical and professional leadership characteristics with law enforcement and non-law enforcement personnel. Ability to communicate effectively with supervisors, staff and the public. Ability to maintain the highest personal and professional standards. Must be technically and tactically proficient. Must be able to train police officers and conduct other police related training. Ability to conduct investigations, field interviews and police interrogations. Possess comprehensive knowledge of and ability to interpret Florida Statutes, federal laws, local ordinances, and District policies. Ability to follow verbal and written instructions. Ability to write, review and approve written reports and use computers.

**REPORTS TO:**

Police Chief

#### JOB GOAL

To ensure that the Sarasota County School Police Department provides high-quality and ethical police services to the citizens of Sarasota County and to the employees and students of the school district.

**SUPERVISES:**

Police Officers (as assigned)

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Advise, update and make recommendations to the police chief on all matters related to the Sarasota County School District Police Department and its operations.
- \* (2) Serve professionally and ethically as the Sarasota County School Police Department's mid-level police administrators.
- \* (3) Assist the police chief to design, implement, supervise and manage all police functions, policies, procedures, administrative guidelines, guiding documents and training programs.
- \* (4) Assist the police chief to conduct hiring and background investigations.
- \* (5) Assist the police chief to conduct comprehensive training programs.
- \* (6) Supervise the daily operations and activities of police officers and other assigned law enforcement personnel.
- \* (7) Ability to lead others during times of high stress, emergencies and dangerous situations.

**POLICE SERGEANT (continued)**

- \*(8) Work professionally and collaboratively with all district personnel. This includes senior administrators, school principals, directors, staff, students, parents and other community stakeholders.
- \*(9) Assist the police chief to design and implement a comprehensive and modern criminal investigation process.
- \*(10) Assist in the development of safety-related training for schools, school personnel, students, and certain positions such as front desk personnel, campus security monitors, cafeteria monitors, and other personnel.
- \*(11) Assist in the development of the department's budget and track all expenditures.
- \*(12) Assist the police chief to ensure police department radio equipment comports with area communication systems and requirements.
- \*(13) Make and share decisions in a timely and effective manner.
- \*(14) Support and promote the overall vision of the School Board and Department of Public safety.
- \*(15) Respond to school needs, administrator and principal requests, and community inquires in a timely and effective manner.
- \*(16) Promote practices that reflect forward thinking and law enforcement best practices. Direct and supervise law enforcement activities and ensure that district law enforcement policies, practices, and standard operating procedures comport with federal, state, and local laws.
- \*(17) Assist the police chief to design and coordinate protection/security/response strategies for large and special events held on school properties. These include — but are not limited to — graduations, athletic events, musical events, assemblies, protests, and walkouts. This also includes events that are sponsored by community groups and held on school properties.
- \*(18) Assist and support the District's vision for physical security, access control, visitor management and other safety-related initiatives.
- \*(19) Assist the chief to identify, implement, and evaluate, policies, procedures, and best practices associated with school safety/security, public safety, law enforcement, and emergency management.
- \*(20) Serve as the police department's field administrator for daily law enforcement activities.
- \*(21) Work collaboratively and professionally with outside law enforcement and emergency service agencies and other community stakeholder groups.
- \*(22) Assist the police chief to conduct criminal history background screenings of all employees, contractors, vendors, and volunteers.
- \*(23) Assist the police chief to direct and supervise the design, implementation, and activities of Safety Committees and Threat Assessment Teams.
- \*(24) Assist the police chief to direct and supervise the required annual safety briefings and training at all schools and departments. Assist schools and departments to design and conduct annual safety briefings and training.
- \*(25) Assist the police chief to direct and supervise the annual physical audits and safety/security assessments of all schools and buildings in the District. Recommend corrective action to the police chief and school administrators as appropriate.
- \*(26) Assist the police chief to design and approve the safety, security and emergency response requirements for special events.
- \*(27) Assist the police chief to oversee emergency management requirements associated with the opening of schools as shelters during emergencies.
- \*(28) Serve as the shelter law enforcement officer when assigned to a school shelter.
- \*(29) Assist the District to implement effective Drug Free Schools programs.
- \*(30) Assist in grant writing procedures for securing additional monies.
- \*(31) Assist in the supervision of the on-site security guard residency at all district schools.
- \*(32) Assist and advise the school district relative to field trip security and safety.
- \*(33) Performs other safety, security, public safety, law enforcement, and emergency management duties as assigned.
- \*(34) Sustained focus and attention to detail for extended periods of time.

**POLICE SERGEANT (continued)**

- \*(35) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require a routine assignment during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require non-regular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be expensive in nature, with little advanced notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

Indoors and outdoors. Police officers are expected to work in a number of varying weather and environmental conditions. A work day may include morning, day and night hours. A day's activities may include standing, walking, running, bending, climbing, stooping, pushing, pulling, lifting, reaching, and sitting. Normal dexterity, visual acuity (with or without corrective lenses), hearing, talking, shouting, and firm grasping are also required to carry out essential functions. At times, physical resistance from active subjects may be encountered. Police officers are expected to be able to operate efficiently throughout the entire Use of Force Continuum.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of work year and hours of employment shall be established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 10**

\*Essential Performance Responsibilities