

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### POLICE SERGEANT

**SALARY SCHEDULE: ADMINISTRATIVE - F**

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

**QUALIFICATIONS:**

- (1) Must have a high school diploma or GED.
- (2) An associate degree or equivalent credit hours to an associate degree from a recognized accredited college or university is preferred.
- (3) Two (2) years' experience at the level of full-time police officer of an equivalent or larger size police department.
- (4) Have served a minimum of one (1) year as a Police Officer (SRO) with the Sarasota County Schools Police Department.
- (5) Be FDLE Certified or Certifiable.
- (6) Must pass background investigation, polygraph examination, drug test, physical examination, and psychological evaluation.
- (7) Be a credible witness in court.
- (8) Possess a valid Florida driver's license or ability to obtain a Florida Driver's license in accordance with the law.
- (9) Citizen of the United States.
- (10) The Chief of Police retains the discretion to offer job positions both internally and externally, to meet the needs of the police department.
- (11) Preference should be given to qualified internal applicants, if possible.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- (1) Knowledge of the principles, methods, and techniques of modern police practices, equipment and requirements, applicable laws, and court rulings. Ability to apply this knowledge to the operations of the Sarasota County Schools Police Department.
- (2) A thorough knowledge of the department's General Orders, Operations Manual, and Department organization.
- (3) Thorough knowledge of the organization and supervisory principles and best practices.
- (4) Thorough knowledge of statutes, court rulings relevant to law enforcement.
- (5) Thorough knowledge of the physical layout of campuses in assigned sectors and the school district.
- (6) Plan, coordinate, and supervise the operations and activities of subordinate personnel.
- (7) Research and provide input into the development and revision of departmental policy and procedure.
- (8) Ability to develop, prepare, and review non-complex reports and records and give oral and written presentations and reports.
- (9) Ability to communicate ideas clearly and concisely both orally and in writing to subordinates.
- (10) Ability to establish effective working relations with supervisors, subordinates, partnering agencies, community stakeholders, and the public.
- (11) Ability to plan, organize, supervise and evaluate the work of subordinate supervisors and personnel.
- (12) Ability to discipline and motivate subordinate personnel as required.
- (13) Skilled in the use of police equipment including patrol vehicles, weapons, communication equipment, etc.
- (14) Requires the ability to supervise, evaluate, train, and discipline subordinates.
- (15) Requires the ability to review and prepare routine and non-routine reports and records as requested.
- (16) Demonstrate ethical and professional leadership characteristics with law enforcement and non-law enforcement personnel.

## **POLICE SERGEANT (Continued)**

- (17) Ability to communicate effectively with supervisors, staff and the public.
- (18) Ability to maintain the highest personal and professional standards.
- (19) Must be technically and tactically proficient.
- (20) Must be able to train police officers and conduct other police related training.
- (21) Ability to conduct investigations, field interviews and police interrogations.
- (22) Possess comprehensive knowledge of and ability to interpret Florida Statutes, federal laws, and District policies.
- (23) Ability to follow verbal and written instructions.
- (24) Ability to write, review and approve written reports and use computers.

### **REPORTS TO:**

Lieutenant

### **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, students, and visitors of the school district.

### **SUPERVISES:**

Exercises supervision over the personnel assigned.

### **PERFORMANCE RESPONSIBILITIES:**

- \* (1) Plans, organizes, coordinates, and supervises the operations and personnel assigned to their Sector to include the daily assignment of Regional Response Units.
- \* (2) Schedules and assigns personnel, equipment, and resources to provide efficient and effective services within their assigned sectors for the safety and security of all campuses, students, staff, visitors and all properties owned, leased, or rented by the Sarasota County School board.
- \* (3) Researches, suggests changes to, and evaluates functional work objectives to accomplish the goals and missions of the Sarasota County Schools Police Department.
- \* (4) Researches and recommends new and revised departmental work methods, procedures, and policies for review and approval by the Chief of Police.
- \* (5) Supervises operations, activities, and personnel assigned to their sectors; evaluates operations, personnel, and records to ensure compliance to department goals and objectives and identify deficiencies; develops means to correct weaknesses and increase the effectiveness of police services provided by the Sarasota County Schools Police Department, including training, discipline, maintaining a high level of morale, performance, and reviewing informal and formal subordinate performance evaluations.
- \* (6) Make recommendations in the preparation of the departmental budget, including preparing grant applications to fund department programs and crafting status/achievement narratives on existing grants.
- \* (7) Make recommendations for revisions of department policy and procedures in Sarasota County Schools Police Department field activities
- \* (8) Serves as liaison between the department and all-district personnel, including school principals, staff, students, parents, other agencies, and community stakeholders.
- \* (9) Answers and investigates citizen complaints and requests for information concerning departmental operations, personnel, and activities; drafts correspondence as required; makes oral presentations before public groups.
- \* (10) Reviews and performs the periodic formal and informal evaluation of subordinate personnel to ensure acceptable levels of work performance; may assist in developing work-related goals and objectives for subordinate personnel.
- \* (11) Assists in the development, reporting requirements, and forms for departmental operations and summaries; reviews records, summaries, and monthly subordinate statistics as required; may prepare complex and detailed reports concerning departmental operations and problems.

## **POLICE SERGEANT (Continued)**

- \* (12) Attends monthly staff meetings or briefings relative to departmental operations and activities.
- \* (13) Prepares various reports and records relative to the Sarasota County Schools Police Department activities and operations, special assignments, investigations.
- \* (14) Performs related non-routine and command duties as required and assigned by the Chief of Police.
- \* (15) Assists the Lieutenant and Chief of Police in conducting hiring and background investigations.
- \* (16) Assist in developing safety-related training for schools, school personnel, students, and certain positions such as front desk personnel, campus security monitors, cafeteria monitors, and other personnel.
- \* (17) Assist the Lieutenant and Chief of Police in designing, coordinating, and implementing of protection/security/response strategies for significant 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 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 Lieutenant and Chief of Police in identifying, implementing, and evaluating, policies, procedures, and best practices associated with school safety/security, public safety, law enforcement, and emergency management.
- \* (20) Assist the Lieutenant and Chief of Police to direct and supervise the design, implementation, and activities of Safety Committees and Threat Assessment Teams.
- \* (21) Assist the Lieutenant and Chief of Police in directing and supervising the required annual safety briefings and training at all schools and departments. Assist schools and departments in designing and conducting annual safety briefings and training.
- \* (22) Assist the officers assigned to their sectors in the physical audits and safety/security assessments of all schools and buildings within their assigned sectors. Recommend corrective action to the Lieutenant and Chief of Police and school administrators as appropriate.
- \* (23) Serve as the shelter law enforcement officer and/or supervisor when officers are assigned to a school shelter.
- \* (24) Assist the District in implementing effective Drug-Free Schools programs.
- \* (25) Responds to major and/or critical incidents, accidents; may direct and/or command the activities of subordinates at major incidents; may observe and/or critique the on-site or continuing officer activities and/or investigations of subordinates in critical and/or potentially threatening situations.
- \* (26) Reviews the reports, records, and cases submitted by subordinate personnel to ensure the accuracy, completeness, and thoroughness of reports and/or the initial and/or follow-up investigations of criminal incidents; may monitor radio communications of subordinate personnel as an indication of proper procedure and actions.
- \* (27) May coordinate and/or prioritize the activities/calls between the patrol function and communications personnel.
- \* (28) Serves as a resource person for subordinates in the solution to operational and procedure problems.
- \* (29) Interprets departmental policy and procedures for subordinate personnel and ensures implementation of policy and procedure into field operations; establishes and maintains effective lines of communication between assigned subordinate personnel and command officer(s); may conduct briefings to transmit operational information.
- \* (30) Trains subordinate personnel in technical law enforcement methods, departmental procedures, necessitated by employee deficiencies new or revised departmental procedures, recent court rulings, revisions in laws, statutes, and best practice; in conjunction with the training division may assign personnel to provide on-the-job training to entry-level personnel; evaluates training progress of entry personnel.
- \* (31) Provides periodic and continuing formal and informal evaluation of subordinate personnel including counseling as a means of improving individual job performance; assists subordinates in the establishment of work-related goals for individual improvement and professional development.
- \* (32) May recommend disciplinary actions for consideration by superior officers for subordinates seriously deficient in work performance.  
Responds to and investigates citizen complaints relative to departmental/subordinate actions.
- \* (33) Responds to and investigates criminal allegations of school board employees.
- \* (34) Performs duties of subordinates which may include working as an SRO, enforcement activities and/or follow-up investigation of criminal cases.

## **POLICE SERGEANT (Continued)**

- \* (35) May serve as a departmental training officer, or other functions, including the coordinating, planning and scheduling of departmental training activities, may develop training aids, etc., maintains departmental training resource library, may instruct formal, on-site classes, may schedule and coordinate training with off-site resources, agencies, etc., maintains training records and reports.
- \* (36) Prepares and maintains statistical and monthly statistics of assigned subordinates.
- \* (37) Performs other related duties as directed or assigned by a Lieutenant or Chief of Police.
- \* (38) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular 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 extensive in nature, with little notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

### **PHYSICAL REQUIREMENTS:**

Sergeants are expected to meet the physical requirements of a Police Officer. Primary duties/activities are performed outdoors and are served from a vehicle and on foot in extreme heat and varying environmental conditions. The job's duties subject this position to periods of high activity and stress under demanding conditions. A workday 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. Captains 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