



The City Beautiful

City of Coral Gables Job Description

Job Title: Police Sergeant
Department: Police
Classification: 5021
Pay grade: 25P
FLSA: Non-Exempt

Prepared Date: 02/07
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Summary

Supervisory and specialized Police work in the field or at Police headquarters. May supervise police patrol, traffic, investigations including major crime scenes, and office activities which require specialized police knowledge and skills. Works independently, using good judgment. Work is reviewed by superior officer through oral and written report.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Supervises and participates in general duties. Responds to major Fire, Police and accident calls.

Assists and instructs officers in investigations and other unusual situations.

Assigns cruisers to patrol zones. Explains and interprets general and special orders.

Instructs or advises new Police Officers in various phases of patrol operations.

Maintains discipline and investigates discipline matters.

Performs traffic control work. Observes the work of patrol officers in directing traffic and patrolling heavily traveled streets. Takes charge of traffic control at sporting events or fires in the absence of a superior officer.

Receives complaints and requests for Police assistance at front desk in Police headquarters and dispatches officers and equipment to the scene of emergencies and disturbances. Ensures that the Police call sheet is properly maintained and that all records and reports of Police activities on the shift are properly executed and routed.

Calls roll at the beginning of the shift and makes inspection of Police officers for appearance.

Supervises and assists in the investigation of criminal complaints. Conducts criminal investigations. Conducts interviews and interrogations, prepares court cases and appears in court as a prosecution witness.

Maintains good public relations with news media and civil groups. Speaks at public gatherings and assemblies.

Instructs safety, first aid and defensive driving courses.

Directs school patrol programs.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the rules and regulations of the Police Department and governing Federal and State laws and City ordinances. Knowledge of modern Police methods and procedures. Knowledge of the physical and social characteristics of the City and of criminal law, with particular reference to apprehension, arrests and admissibility of evidence. Knowledge of first aid principles and skill in their applications. Ability to assign, instruct and review the work of subordinates. Ability to obtain information through interview, interrogation and observation and ability to remember names, faces and details of incidents. Ability to understand and execute difficult oral and written directions and to prepare clear and comprehensive reports. Ability to work long hours and to withstand the physical strain of Police work. Ability to deal courteously and effectively with the public. Skill in the use and care of firearms.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer.

Work is performed both indoors and outdoors. Exposure to extreme temperatures, various hazards, noise, heights and dust are common. Must be able to lift, carry and or push articles weighing up to # lbs. Must have the physical ability to enter into and inspect hazardous locations/situations, climb stairs, reach above and below shoulders, walk and bend. Physical strength and a working knowledge of hand-to-hand technique is required to subdue and restrain suspects. The ability to hear and see in order to communicate and observe events as they occur is necessary. Psychomotor coordination is necessary to operate a vehicle and handle weapons.

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

Minimum Education and Experience

Three (3) years of continuous experience as a Police Officer with the City of Coral Gables Police Department.

Ability to supervise the work of others in a manner conducive to full performance and high morale.

Valid Florida Driver's License