

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6477  
Pay Grade: D14

FLSA: Non-Exempt

<b>POLICE SERGEANT</b>
<b>REPORTS TO:</b> Chief of Schools Police
<b>SUPERVISES:</b> Police Officers
<b>QUALIFICATIONS:</b> Graduation from high school or possession of a GED, plus six (6) years of civilian police experience (excludes experience as a corrections officer) or three (3) years civilian police experience in combination with military police experience. Must possess certification under Florida statutes as a law enforcement officer and a valid State of Florida Class E noncommercial driver's license.
<b>PREFERRED:</b> Associates Degree
<b>MAJOR FUNCTION</b>
Directing a unit of police officers in the protection of school board property, staff, students and any persons attending activities on Pinellas County School Board property. Also supervises certified school safety officers engaged in various law enforcement, specialized crime prevention or investigative functions. Responsibilities include reviewing reports, investigating crimes, supervising major crime scene investigations, making arrests, testifying in court, and ensuring compliance with all state statutes, board policies, and general orders of the Pinellas County School Police Department.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Plans, assigns and reviews work of subordinate officers engaged in a variety of law enforcement and crime prevention activities</li><li>• Inspects personal appearance and equipment of personnel, assigns work and equipment, conducts formal and informal training sessions, discusses activities in the area of assignment, and provides direction to subordinates</li><li>• Conducts investigations regarding complaints of misconduct lodged against schools police personnel and presents recommendations to the Chief of Schools Police.</li><li>• Provides the appropriate corrective action in the form of counseling, training, and discipline as a result of an investigation</li><li>• Prepares comprehensive investigative reports and maintains necessary records for presentation in court or at administrative hearings</li><li>• Accounts for all equipment, materials, supplies, and vehicles assigned to the specific operating unit to ensure proper inventor levels and operational readiness</li><li>• Performs duties of subordinates in order to supplement staff during personnel shortages to enforce laws and ordinances and make arrests</li><li>• Conducts investigations and acts in the absence of the chief as required providing continuity of operations</li></ul>

## POLICE SERGEANT

### ESSENTIAL RESPONSIBILITIES (Continued)

- Reviews a variety of reports prepared by subordinates and other department personnel for accuracy and completeness in order to comply with department directives, ascertain trends, detect unusual cases and identify problem areas
- Prepares various narrative and statistical reports to present findings, recommendations, and solutions
- Documents work activities and provides information on equipment utilization and operations
- Attends various training courses and reviews materials pertinent to law enforcement and school safety to keep abreast of current developments and trends
- Identifies training needs of subordinates and others responsible for safety within the district from a law enforcement perspective
- Develops appropriate training for subordinates and others within the department and school district as needed or directed
- Prepares written outlines for making presentations to schools, community groups and other organizations to improve public awareness of police activities
- Evaluates and rates the performance of subordinates
- Performs related work as required or assigned by the Chief of Police, and when required serves as the Acting Chief of Police
- Performs related work as required

### TERMS OF EMPLOYMENT

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

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

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 4/03 AK; BOARD APPROVED: 4/30/03; REVISED FORMAT, ADA, 8/12, LM; BOARD APPROVED: 10/23/12

**POLICE SERGEANT**

<u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time		X			
11. Standing for more than two hours at a time				X	
12. Stooping and bending				X	
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data				X	
21. Using various technology tools				X	
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions				X	
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van					X
27. Other physical, mental or visual ability required by the job					X

Police Sergeant – PBA