



City of Davenport

The City of Davenport is an Equal Employment Opportunity Employer

Job Title	Sergeant	Salary Range	\$19.68 Hourly
Department	Police	Regular Hours	12.25 hour shifts
Location	Davenport, FL - Police Station		

Non-Exempt / Exempt Full-Time / Part-Time Permanent / Temporary / Seasonal

Position Function/Nature of Work:

The position of Sergeant is a field position which entails all the duties of the police officer in addition to supervisory responsibilities of an assigned shift.

Under the direction of the Chief of Police, the Sergeant plans, directs, supervises, assigns, reviews and participates in law enforcement activities and other related tasks as required.

At the discretion of the Chief of Police, a Sergeant may also be assigned the duties and responsibilities of the following: Armorer, Evidence Custodian, Extra-Duty Coordinator, Field Training Coordinator (FTC), Field Training Officer (FTO), Grant Writer, Personnel Selection Coordinator, Public Information Officer (PIO), Terminal Agency Coordinator (TAC) and/or Training Coordinator.

Must be able to wear bullet-proof vest, hard hat/helmet, safety glasses, goggles, hearing protectors, face shield and gloves.

Exposure to extreme temperatures, animals/insects, confined spaces, heights, noise, dust, vapors, fumes, mist, smoke, toxic metals, poisons, irritants and blood borne pathogens.

Essential Duties:

- Assists, trains, directs and assigns work to assigned police officers.
- Reviews and monitors work of assigned police officers.
- Ensures proper shift coverage and corrects time sheets.
- Assigns directed patrols and directs proactive patrol strategies.
- Responds to major crime scenes and traffic crashes as required.
- Assists with arrests and reviews warrants.
- Responds to accidents involving City vehicles and writes reports.
- Participates in the selection and hiring of new members.
- Coordinated field training for probationary officers and determines training needs of the Department.
- Conducts performance evaluations and disciplinary actions for assigned police officers.
- Evaluates directives and implements approved policies and procedures.
- Ensures attendance at depositions and court appearances.

- Inspects assigned police officers' equipment, patrol vehicles, and uniforms on a regular basis.
- Responds to and investigates citizen complaints and employee grievances.
- Conducts minor administrative investigations and administrative inquiries.
- Responds to citizen inquiries and informational requests.
- Assists in the preparation of the Department's grant applications.
- Perform other non-essential duties as required.

Knowledge/Skills/Abilities:

- Thorough knowledge of federal and state law and municipal ordinances, personnel rules and regulations, Department policies and procedures, and geography and demography of the City.
- Must be skilled in conducting criminal and crash investigations, reviewing crime scenes, and interviewing techniques.
- Proficient in the use of police equipment.
- Able to react quickly and calmly in emergencies and lead by example.
- Must be able to read, write and speak clearly in English.

Minimum Requirements/Qualifications:

- High School Diploma or GED equivalent. Associates degree preferred.
- Must have or obtain Line Supervisor class within one (1) year and have or obtain Middle Management class within three (3) years.
- Must possess a Police Standards and Training Minimum Certification, and must meet any other requirements specified in the Florida Statutes for a Police Officer.
- Must have a minimum of five (5) years of experience as a police officer and/or a combination of military supervisory experience.

Other requirements:

- Must be 22 years of age or older.
- Must possess a valid State of Florida drivers' license.
- Must possess an honorable military discharge, if applicant has been service connected.
- Must be a United States citizen or naturalized citizen.
- Must pass a physical examination and drug urinalysis test.
- Must undergo and pass a polygraph and psychological examination.
- Must not have been convicted of a felony.
- Must endure a personal, professional and moral background investigation to determine honesty, maturity and dependability.
- Must be available to be on call twenty-four (24) hours a day.

Licenses/Certifications:

- Must possess a Police Standards and Training Minimum Certification, and must meet any other requirements specified in the Florida Statutes for a Police Officer.

Comments:

This position may be required to report for work when a declaration of emergency has been declared in Polk County.