

**SATELLITE BEACH POLICE DEPARTMENT--- POLICY AND PROCEDURE DIRECTIVE  
JOB TASK ANALYSIS**

**Position Covered:**

**POLICE OFFICER**

**PATROL STAFF SERGEANT**

**Basic Description:** (A short narrative describing the position and responsibilities.)

The incumbent in this position is responsible for the protection of life and property and the enforcement of state laws and city ordinances including prevention, detection, and apprehension of suspected violators. This work involves an element of personal danger and frequent contact with the public under emergency and non-emergency conditions. This officer may be assigned to various types of duty and shift hours in accordance with department needs. The officer is assigned to a superior officer who they will receive work instructions and assignments from. The police officers performance is evaluated after review of several areas including work practices, reports, inspections, knowledge, attitude, and other observations. The officer is required to maintain several certificates and participate in a range of mandatory training as required by the Florida Department of Law Enforcement, state and federal guidelines and department and community needs.

It is the responsibility of the officer to maintain, and take the necessary steps to improve upon, the minimum level of proficiency in job related skills, knowledge, and abilities.

The duties and tasks in this form are not intended to be all-inclusive and the employer reserves the right to assign additional duties and responsibilities as necessary.

**TYPICAL DUTIES**

COMPLETE PROFICIENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT.

Assignments as listed in "Officer's" and "Sergeant's" Job Task Analysis  
Senior Patrol Sergeant  
Direct Supervisor of Patrol Sergeants  
Develops Monthly Patrol Schedule  
Advises Patrol Lieutenant on matters concerning the division

**EQUIPMENT MAINTENANCE**

COMPLETE PROFICIENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT

As listed in "Officer's" and "Sergeant's" Job Task Analysis

**WRITTEN DOCUMENTATION**

COMPLETE PROFICIENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT.

Assignments as listed in "Officer's" and "Sergeant's" Job Task Analysis  
Maintains files/logs of Sergeants activities

**PUBLIC RELATIONS**

COMPLETE PROFICIENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT

As listed in "Officer's" and "Sergeant's" Job Task Analysis

**USE AS MANY FORMAT SHEETS AS NECESSARY TO COVER THE OBJECTIVES AND REQUIREMENTS**

**Originator Init.** \_\_\_\_\_ **Reviewer Init.** \_\_\_\_\_ **Chiefs' Approval** \_\_\_\_\_ **Date** \_\_\_\_\_ **Page** 1

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**COURT APPEARANCES**

COMPLETE PROFICIENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT.

As listed in "Officer's" and "Sergeant's" Job Task Analysis  
Observe officer testimony in court cases and provide feedback

**EQUIPMENT**

COMPLETE PROFICIENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT.

Maintain agency issued equipment and ensure officers maintain agency issued equipment as outlines in "Officer's" and "Sergeant's" Job Task Analysis

**ENVIRONMENTAL FACTORS**

As listed in "Officer's" and "Sergeant's" Job Task Analysis

**MINIMUM PHYSICAL REQUIREMENTS**

As listed in "Officer's" and "Sergeant's" Job Task Analysis

**MINIMUM KNOWLEDGE**

Strong working knowledge of policies and procedures, state law, case law, and city ordinances, manpower needs, management theories, and practices  
Knowledge of other law enforcement agency resources and responsibilities  
Some knowledge of budget procedures

**MINIMUM EDUCATION**

As listed in "Sergeant's" Job Task Analysis

**MINIMUM REQUIREMENTS**

As listed in "Sergeant's" Job Task Analysis

The promotion to Staff Sergeant is at the discretion of the Chief of Police and may require further testing or interview

**USE AS MANY FORMAT SHEETS AS NECESSARY TO COVER THE OBJECTIVES AND REQUIREMENTS**