

**MAJOR FUNCTION**

This is responsible administrative and supervisory work directing police activity on an assigned shift, and/or directing operational functions as a Watch Commander, and/or directing operational functions as a special operations supervisor or investigations supervisor. Work is reviewed through frequent personal observation of performance and accomplishment reports, conferences, and evaluations by a superior officer.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Directs, coordinates and controls City law enforcement activities for 24/7 operation. May serve as Division Commander, Watch Commander or Administrative Lieutenant, Criminal Investigations District Lieutenants or Criminal Intelligence, Tactical or Training Team leaders, Special Operations, or Administrative Services Lieutenant. Specific duties and responsibilities are driven by functional requirements within the various Department bureaus. Plans, coordinates, schedules and directs the activities and operations of police officers and police investigators on a particular shift. Directs Field Training Program activities for new recruits. Coordinates in-service, mandatory and special team training. Develops and executes law enforcement operational plans for large scale events. Manages staffing requirements and coordinates external law enforcement agency assistance necessary to ensure the public's safety. Assists in developing new procedures and methods, and directs implementation of programs. Assists in preparation of departmental/division budget. Counsels, evaluates and disciplines subordinates. Addresses inquiries and complaints from the public regarding police department services. Serves as a first responder during domestic security and weapons of mass destruction incidents. Represents the Police Department on inter-departmental committees and community meetings. May work shifts of various lengths including, but not limited to, 8 hours, 10 hours, 12 hours or more, depending on the assignment and operational needs of the Department. May also work at any time during a 24-hour period, including shifts during the day, afternoon, or overnight. Performs related work as required.

**Other Important Duties**

Performs special projects as may be assigned by superiors. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of modern police practices and methods of police administration, organization, operation and investigation; thorough knowledge of department operating procedures, rules and regulations, and limitations of departmental authority. Considerable knowledge of pertinent laws, ordinances and codes pertaining to criminal and related violations. Considerable knowledge of the methods of preserving evidence and what constitutes admissible evidence. Ability to plan, assign, supervise and review the work of subordinate personnel. Ability to establish and maintain effective working relationships with other public officials, force members and the general public. Ability to exercise good judgment in evaluating situations and making decisions. Ability to react quickly and calmly in emergencies. Ability to observe situations analytically and objectively, and to prepare concise and accurate reports. Considerable skills in police administration, operations, investigation, and identification techniques including the use and care of pertinent equipment, records and facilities. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of an associate's degree and 45 quarter hours or 30 semester hours of college, or successful completion of one hundred thirty-five (135) quarter hours or ninety (90) semester hours of

college, and five years professional experience in law enforcement work in a sworn capacity; or possession of an associate's degree, or successful completion of ninety (90) quarter hours or sixty (60) semester hours of college, and six years professional experience in law enforcement work in a sworn capacity. Must be a non-probationary Sergeant with the Tallahassee Police Department.

Necessary Special Requirements

Must possess a law enforcement certificate issued by the Florida Department of Law Enforcement Standards and Training Commission.

Must reside within a 50-mile radius of the intersection of North Monroe and Tennessee Streets, Tallahassee.

Must possess a valid Class E State driver's license.

If applicable, must truthfully complete the City Employment Application and the TPD Personal History Statement. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. Must complete and pass a Truth Verification Examination prior to an employment offer being made.

Revised: 05-02-83  
04-03-87  
01-26-90  
07-09-93  
06-22-95  
01-03-01  
06-12-02  
01-29-04  
05-16-08  
06-03-09  
02-14-11  
04-04-14  
04-07-18  
05-23-19  
05-12-20