

Polk County Sheriff's Office Job Description
2714 Sergeant - Instructor/Coordinator
IPS Advanced/Specialized Training Courses
January 1, 2007, Revised October 5, 2011

Position Concept:

The Sergeant-Law Enforcement - Instructor/Coordinator is a sworn position with all the requisite knowledge, skills and physical abilities incumbent upon an entry level Deputy Sheriff position. The Sergeant-Law Enforcement is a responsible, professional academic support position under the direction of the Training Academy Director, Institute of Public Safety (IPS). The position is responsible for activities related to the criminal justice instructional and student development programs.

Work requires the analysis of more complex problems, planning of various interrelated activities, and frequently the coordination of multiple projects or functions. May be required to work out programs and approaches to significant problems wherein recognized general principles may be inadequate to determine procedure or decisions in all cases.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Sergeant - Law Enforcement may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Coordinate training activities
- Instruct in high liability areas
- Adjust schedules to meet training needs
- Recommend and train instructors
- Monitor students training activities
- Evaluate instructional staff
- Develop testing instruments
- Liaison with coordinators/criminal justice agencies
- Conduct program research
- Attend meetings
- Interview applicants
- Recommend career strategies
- Formulate training seminars
- Provide training resources
- Compose/construct reports and correspondence
- Assist the Training Advisory Group
- Determine instructional staffing needs
- Maintain instructional materials
- Develop training proposals
- Attend meetings
- Interview applicants
- Recommend career strategies

Primary Functions:

- A deputy sheriff in this position is required to meet the primary duties of the pursuit, apprehension and arrest of law violators or suspected law violators and maintain same apprehension of suspects, inmates/prisoners or trustees during transportation.

Education, Professional Certification or License:

- State of Florida, Basic Recruit, Certificate of Compliance
- Four (4) year degree from an accredited college or university
- Certification as a *FDLE/*CJST Instructor
- Completion of a *CJSTC-approved, 80 hour line supervision course
- Valid Florida driver's license

Polk County Sheriff's Office Job Description
2714 Sergeant - Instructor/Coordinator
IPS Advanced/Specialized Training Courses

Professional Experience:

- Minimum four (4) consecutive years experience as a full time sworn officer and have attained the rank of Sergeant
- Firearms Instructor
- Two (2) years demonstrated experience providing professional criminal justice instruction or related field or an equivalent combination of training and experience

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works near and with a variety of lethal weapons, including high velocity firearms
- Exposure to chemicals
- Works near high voltage power lines
- Works near intense noise from firearms discharging
- May involve overnight travel

Required Skills and Knowledge:

Knowledge of:

- | | |
|---|---|
| <ul style="list-style-type: none">• Principles/practices of state mandate testing• Criminal Justice theories /methods/regulations• Resources• State mandatory training requirements• FDLE mandatory training requirements• CJST rules/policies/procedures• Florida State Statues• PCC policy and procedures• Riling system• Weapons safety | <ul style="list-style-type: none">• Appropriate forms• Budgeting• General Construction• Subject matter• Standard issued equipment• Law Enforcement/Detention products• Product testing procedures• Firearms testing• Research materials |
|---|---|

Ability to:

- | | |
|---|---|
| <ul style="list-style-type: none">• Communicate effectively• Work independently• Plan and manage complex tasks• Read and write English• Inspect and identify discrepancies• Analyze/interpret reports/document/regulations | <ul style="list-style-type: none">• Research complex issues• Reason logically• Compose/construct correspondence• Establish public relations• Operate a motor vehicle• Operate office equipment |
|---|---|

**Polk County Sheriff's Office Job Description
2612 Sergeant - Instructor/Coordinator
IPS Advanced/Specialized Training Courses**

Skills:

- Decision making
- Presentation skills
- Advanced mathematical
- Problem solving
- Supervisory
- Interpersonal
- Computer
- Instructor
- Analytical
- Organizational
- Basic accounting
- Basic English grammar
- Telephone
- Public speaking
- Weapons proficiency

Physical Requirements:

- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Manual dexterity
- Ambulate independently
- Bend/Squat
- Walk
- Lift 75 lbs.
- Drag/carry 150 lbs.
- Climb
- Sense of smell
- Crawl
- Run
- Recognize colors

*FDLE: Florida Department of Law Enforcement

*CJSTC: Criminal Justice Standards Training Commission