HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Law Enforcement Sergeant

Job Code: V2726
Pay Grade: SR
Pay Scale: $48.38-$59.18 Hourly; $105,661.92-$129,249.12 Annually
Exempt: No

OVERVIEW

Perform supervisory duties as a law enforcement officer on an assigned shift in a major division of the Sheriff's Office.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Supervise the work of assigned officers by scheduling, assigning, and reviewing work and provide training, counseling, and evaluating performance.
- Assign officers to patrol areas to detect and monitor possible criminal activity, interrogate suspicious persons, and maintain law and order.
- Solve difficult investigative problems and oversee major criminal investigations.
- Patrol assigned district using an agency vehicle to inspect, instruct, give advice, and provide assistance to subordinate officers.
- Prepare and submit daily shift activity reports in accordance with standard operating procedures (SOP) and directives.
- Respond to emergency calls to provide assistance.
- Investigate incidents for civil or criminal law violations.
- Apprehend and arrest suspected law violators to ensure public safety.
- Receive and record warrants and court orders.
- Prepare and preserve evidence in accordance with directives to maintain chain of custody.
- Testify in court to provide an accurate account of investigation findings.
- Control activities at traffic accident scenes by assisting victims or maintaining traffic flow.
- Enforce traffic laws by observing violations and issuing citations.
- Provide information and assistance to the public.
- Maintain patrol car, weapons, and other law enforcement equipment to ensure operational readiness.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of local, state, and federal laws pertinent to law enforcement.
- Considerable knowledge of law enforcement guidelines and criminal investigation methods and techniques.
- Considerable knowledge of supervisory functions.
- Considerable knowledge of traffic accident control measures and investigation methods and techniques.
- Considerable knowledge of court procedures.
- Ability to safely operate a motor vehicle.
- Ability to act quickly and correctly in emergencies.
- Ability to pay close attention to detail.

- Ability to enforce the law courteously, tactfully, firmly, and impartially.
- Ability to handle confidential information.
- Ability to communicate effectively, both orally and in writing.
- Ability to use a computer and related software.
- Ability to meet specific physical requirements as may be established by competent authority.

SKILLS

- Firearms
- Law Enforcement
- Radio Operations
- Verbal Communications
- Disciplinary Procedures
- Written Communication
- Employee Performance Management

WORKING CONDITIONS

- Work within a law enforcement agency, in and around a detention, correctional, or court operations environment, with occasional contact with inmates.
- Work outdoors in a subtropical climate in potential adverse weather conditions.
- Elevated risk of exposure to bloodborne or airborne pathogens, bodily fluids, chemical or biological toxins, and contagious diseases.
- Exposure to explicit or disturbing behavior.
- Work can be physically demanding, stressful, and dangerous.
- Remain in a stationary position for extended periods of time at a scene, event, or workstation.
- May engage in extremely heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials over 100 pounds).
- Annual physical testing includes running, climbing, lifting, pushing, pulling, and navigating obstacles, along with repetitive hand movements, balance, agility, and sustained physical exertion in varied environments.
- Drive a Sheriff’s Office-issued vehicle (e.g., car, full-size van, full-size pickup truck) to perform essential duties.
- Shift work: May work day or night shifts and non-standard hours/days including weekends and holidays.
- Maintain cell phone availability after hours and at home to aid and guide subordinates.
- Required to wear a Sheriff’s Office provided uniform.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Three continuous years of experience as a Law Enforcement Corporal with the Hillsborough County Sheriff's Office (HCSO).

OR

- A bachelor’s degree from an accredited institution of higher education.
- Six continuous months of experience as a Law Enforcement Corporal with HCSO.

Additionally, the following are required:

- No punitive disciplinary action consisting of a 5-day suspension or greater and/or involuntary demotion within the last two years.
- Ineligible if currently serving a suspension or probation with the Criminal Justice Standards and Training Commission (CJSTC).

- An overall rating of three “fully acceptable” or better on the annual evaluation in the Employee Performance Management System (EPMS) for the three years prior to submission.
- A rating of three “fully acceptable” or better in each dimensional category on the annual evaluation in EPMS within the one year prior to submission.

REQUIRED PRE-EMPLOYMENT TESTING

- A valid passing test score on the HCSO Sergeant Promotion Examination on or after calendar year 2023.

REQUIRED ANNUAL TESTING

- Successful completion of the Hillsborough County Sheriff’s Office Physical Abilities Assessment (PAA).

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.