1. Division: Student Affairs
2. Transaction Type: ✔Update
   ✔Establishment
   ✔Reclassification
   ✔Transfer
3. Position Number: 17279
4. School/College: 
5. Department Number: 041700008
6. Budget Entity:
7. Effective Date: (Personnel Use Only)
8. Department: Public Safety (Police Department)
9. FTE: 1.00
10. Pay Plan: 23
11. On-Call:
12. Lead Worker:
13. Subsection: Administration
14. Class Code: 8519
15. City: Tallahassee
16. County: Leon
17. Class Title: Law Enforcement Sergeant

18. Describe in detail the specific duties and responsibilities assigned to this position. Identify Essential/Marginal functions. Essential Functions are those tasks or functions that are fundamental to the position. Marginal Functions are those tasks or functions that are performed by the incumbent, but are not necessary to the position. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100% of time.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Essential</th>
<th>Marginal</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Develops and directs all in-service training for law enforcement officers and non-sworn departmental personnel. Responsible for coordinating the Field Evaluation Training Officer Program for new law enforcement officers.</td>
<td></td>
</tr>
<tr>
<td>20%</td>
<td>Directs and coordinates the police communications operation, providing direct supervision for the senior police communications operator.</td>
<td></td>
</tr>
<tr>
<td>20%</td>
<td>Oversees the Departmental records center, providing direct supervision for the records clerk.</td>
<td></td>
</tr>
<tr>
<td>20%</td>
<td>Directs and coordinates all specialized training and subsequent updating of law enforcement officers as required by the laws of the State of Florida, the Criminal Justice Standards and Training Commission, and court decisions.</td>
<td></td>
</tr>
<tr>
<td>10%</td>
<td>Provides orientation programs on such topics as departmental regulations, customer relations in addition to maintaining all training records.</td>
<td></td>
</tr>
<tr>
<td>7%</td>
<td>Prepares all departmental crimes statistics for the Uniform Crime Report, Clery Act, etc.</td>
<td></td>
</tr>
<tr>
<td>3%</td>
<td>Performs other related duties as required.</td>
<td></td>
</tr>
</tbody>
</table>
Position # 17279

19. Subordinates: List class codes, official class titles, and position numbers for each position that reports directly to this position. 0004-Sr. Clerk #18224  8413-Sr. Police Comm. Operator #17877

20. Supervisor's Position Number: 17272  Class Code: 9391  Class Title: Assoc. Director

21. Working Hours: a) Daily from 8:00 a.m. to 5:00 p.m.  b) Total hours per week 40  c) Explain any variations in workweek, split shifts, on-call status, or rotations. Subject to on-call status

22. Knowledge, Skills, and Abilities: List specific knowledge, skills, and abilities required in this position. Use additional sheets, if necessary.

   Knowledge of the criminal justice system and arrest procedures.
   Knowledge of effective investigative principles and techniques.
   Skill in using surveillance equipment, restraining devices, firearms, fingerprinting techniques.
   Ability to work in dangerous and stressful situations.
   Ability to gather and preserve evidence and describe facts and events accurately and maintain an accurate record of criminal information and data.
   Ability to understand and apply laws, rules, regulations, policies and procedures.
   Ability to plan, organize and coordinate work assignments.
   Ability to communicate effectively in verbal and written form.
   Ability to establish and maintain effective working relationships with others.
   Ability to analyze and interpret data.
   Ability to effectively interview suspects, complainants, and witnesses.

23. Required Licenses/Certifications/Other Specific Requirements of Law: Please review statements below check all that apply.

   ☒ This position requires a background check and/or fingerprinting, Florida Statues.
   ☐ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statues.
   ☐ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
   ☒ This position requires licensure, certification or other special requirements described below.

   Sworn Law Enforcement Officer Certification/State of Florida. Required successful completion of the weapons qualification course twice annually with assigned firearms. Must possess and maintain a valid Florida Driver’s License.

24. Signatures: I certify that the duties described are accurate and reflect the responsibilities officially assigned to the position and that any required licensure(s), certification(s) and/or other specific requirement(s) by law are so indicated.

   Beverly Stevens
   Name of Incumbent (Print)  Signature  Date

   John Earst
   Name of Immediate Supervisor (Print)  Signature  Date

   Calvin Ross
   Name of Reviewing Authority (Print)  Signature  Date
   (Vice President, Dean, Director, Department Head or other administrative officer)

25. University Personnel Relations Office Review:

   Director, University Personnel Relations  Date