

HILLSBOROUGH COUNTY **SHERIFF'S OFFICE**

DAVID GEE, SHERIFF

Tampa, FL



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Job Title: Law Enforcement Corporal
Job Code: S2730
Pay Grade: SP
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview

Perform law enforcement duties that include the supervision of subordinate personnel to maintain law and order in designated areas of Hillsborough County.

Job Duties and Responsibilities

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Supervise the work of subordinate officers by scheduling, assigning, and reviewing work and provide training, counseling, and evaluate performance.
- Patrol assigned areas to detect and monitor possible criminal activity, interrogate suspicious persons, and advise and assist subordinate officers in maintaining law and order.
- Prepare and submit daily 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.
- 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.
- Transport prisoners to court, medical, or prison facilities.
- Maintain patrol car, weapons, and other law enforcement equipment to ensure operational readiness.
- Perform other related duties as required.

Knowledge, Skills, and Abilities

- Considerable knowledge of local, state, and federal laws pertinent to law enforcement.
- Considerable knowledge of law enforcement guidelines and crime detection and criminal investigation methods and techniques.
- Considerable knowledge of traffic accident control measures and investigation methods and techniques.
- Considerable knowledge of court procedures.
- Working knowledge of supervisory functions.
- Skill in the use and care of firearms and related equipment.
- Skill in administering Cardiopulmonary Resuscitation (CPR) and first aid.
- Ability to safely operate a motor vehicle.
- Ability to act quickly and correctly in emergencies.

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- 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.

Minimum Qualification(s)

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

An Associate's Degree from an accredited college or university or 60 semester hours/90 quarter hours towards a Bachelor's Degree from an accredited college or university; and

Two years of continuous experience as a Law Enforcement Detective with the Hillsborough County Sheriff's Office by the time of the HCSO Promotional Application deadline.

OR

An Associate's Degree from an accredited college or university or 60 semester hours/90 quarter hours towards a Bachelor's Degree from an accredited college or university; and

One year of experience as a Law Enforcement Detective with the Hillsborough County Sheriff's Office by the time of the HCSO Promotional Application deadline; and

Two or more years experience as a Street Crimes Deputy or Field Training Officer and a minimum of eighty hours of investigative training by the time of the HCSO Promotional Application deadline.

OR

An Associate's Degree from an accredited college or university or 60 semester hours/90 quarter hours towards a Bachelor's Degree from an accredited college or university; and

Three years of experience as a Street Crimes Deputy or Field Training Officer with the Hillsborough County Sheriff's Office and a minimum of eighty hours of investigative training by the time of the HCSO Promotional Application deadline; and

Proof of participation (e.g., a copy of the approved Career Development memo and copy of payroll during the TDY assignment) in the Career Development program for a 30-day period in a detective position.

Additional Requirements

- Possession of a valid Florida driver's license.
- Eighty hours or more of subject-specific advanced or specialized training or career development courses with the exception of college level coursework, HCSO In-Service training, any non-instructor led on-line training, and/or any mandatory training (e.g., Stop Stick, Quick Clot, ICS, TASER).
- A submitted HCSO Promotional Application.
- Successful completion of the Fitness Challenge as designed within one year prior to the HCSO Application submittal.
- 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 the application date.
- A rating of three "fully acceptable" or better in each dimensional category on the annual evaluation in EPMS within the one year prior to the HCSO Application date.
- Maintenance of a valid passing test score on the Corporal Promotional Exam.