

# HILLSBOROUGH COUNTY **SHERIFF'S OFFICE**

DAVID GEE, SHERIFF

Tampa, FL



[joinhcsso.com](http://joinhcsso.com)

**Job Title:** Law Enforcement Sergeant  
**Job Code:** V2726  
**Pay Grade:** VR  
**Exempt:** No  
**Probation:** Twelve-month initial probationary period

## **Job Overview**

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

## **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 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 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, Skills, and 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.
- Skill in the use and care of firearms and other law enforcement 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.
- 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.

A Bachelor's Degree from an accredited college or university; and  
One year and 6 months of continuous experience as a Law Enforcement Corporal with the Hillsborough County Sheriff's Office by the time of the HCSO Promotional Application deadline.

### **Additional Requirements**

- Possession of a valid Florida driver's license.
- A submitted HCSO Promotional Application.
- Maintenance of a valid passing test score on the Sergeant Promotional Exam.