

TOWN OF BAY HARBOR ISLANDS
Invites applications for the position of:
POLICE SERGEANT

SALARY: \$69,449.75 - \$93,045.29 Annually

OPENING DATE: 12/06/2021

CLOSING DATE: 02/04/2022 at 11:59

pm

POSITION SUMMARY:

This is supervisory work and/or specialized work in the protection of life and property.

An employee in this classification is responsible for coordinating and assigning subordinate personnel's work activities engaged in various administrative and law enforcement activities, including but not limited to patrol, traffic control/enforcement, investigations, forensics, recruiting, training, public safety education, and community service programs.

Employees in this classification receive general supervision from a superior officer but exercise independent judgment in completing work assignments. Work is reviewed through observations, reports, and conferences.

NOTE: The duties of this position will include those duties outlined in the official job description.

This job classification is included within the bargaining unit represented by the Police Benevolent Association (PBA). It, therefore, is subject to the terms and conditions of the Collective Bargaining Agreement between the Town of Bay Harbor Islands and the PBA Employees.

Per Article 12 of the Collective Bargaining Agreement, section 12.4, "The Sergeant's examination shall be restricted to non-probationary employees with not less than three (3) years of service in sworn law enforcement, at least two (2) of which must be in this Department."

JOB REQUIREMENTS & WORK ENVIRONMENT:

Applicants must be a Town employee and must have served under a current permanent appointment in the class of Police Officer with at least:

1. Three (3) continuous years of service as a sworn law enforcement officer, two (2) served within this department from the closing date of this announcement.

The examination will consist of two parts, weighted as follows:

1. Written Test (Reference List attached) - 40%
2. Assessment Exercise - 60%

Susan Thornton will administer the written examination from Promotional Consulting in a classroom setting. To be eligible for the assessment exercise, candidates must achieve a

minimum passing score of 70% on the written examination.

	Written Examination	Assessment Exercise
Date	Monday, February 7, 2022	Friday, February 11, 2022
Time	1300 Hours	1100 Hours
Location	Morris Broad Community Center 1175 95 th Street Bay Harbor Islands, FL 33154	Morris Broad Community Center 1175 95 th Street Bay Harbor Islands, FL 33154

NOTE: Per Chapter 295.07 of the Florida Statutes, veteran's preference points will be awarded for promotional exams only, with regards to a veteran's first promotion after reinstatement or re-employment with the Town from active-duty service without exception. Proof of eligibility and DD214 form must be submitted with the application.

Listed below are the necessary resources for the 2022 Police Sergeant's Written Examination: Reference List.

1. Bay Harbor Islands Police Department Departmental Orders Manual (only the policies listed below will be on the written examination)

<i>DO Chap. 2 Authority</i>	<i>DO Chap. 4 Use of Force</i>	<i>DO Chap. 11 Conduct and Discipline</i>
<i>DO Chap. 14 Training</i>	<i>DO Chap. 16 Performance Evaluation</i>	<i>DO Chap. 17 Field Personnel</i>
<i>DO Chap. 18 Investigations</i>	<i>DO Chap. 19 Juveniles</i>	<i>DO Chap. 21 Special Operations</i>
<i>DO Chap. 22 Traffic Law Enforcement</i>	<i>DO Chap. 27 Misconduct Complaint Processing</i>	<i>DO Chap. 29 Prisoner / Detainee Transportation</i>
<i>DO Chap. 30 Holding Area</i>	<i>DO Chap. 34 Records</i>	<i>DO Chap. 35 Evidence</i>
<i>DO Chap. 36 Property</i>	<i>DO Chap. 37 Infectious Diseases</i>	

2. Bay Harbor Islands Code of Ordinances

[| Code of Ordinances | Bay Harbor Islands, FL | Municode Library](#)

Landscaping - Noise Violation – Eyesore – Abandoned Vehicle - Dog defecation –Trash at Curbside- Commercial Vehicles- Leashes - Barking Dog- Construction Hours.

3. Florida Legal Guidelines - Pages LG 5 through LG 97

[Z:\Police Library\2021-FL Law Enforcement Miami Dade - Cropped \(1\).pdf](#)

*This link must be accessed from the internal BHI PD Network. It is also contained in the hard copy of the 2021 Miami Dade County LE Handbook.

4. 2021 Florida Law Enforcement Handbook Miami Dade County Edition

[Z:\Police Library\2021-FL Law Enforcement Miami Dade - Cropped \(1\).pdf](#)

*This link must be accessed from the internal BHI PD Network. It is also contained in the hard copy of the 2021 Miami Dade County LE Handbook.

5. Florida State Statutes

The following link can be used to locate and review the Florida State Statutes:

<http://www.leg.state.fl.us/Statutes/index.cfm?Mode=View%20Statutes&Submenu=1&Tab=statutes>

6. **Switch: How to Change Things When Change is Hard** by Chip Heath and Dan Heath



NOTE: Questions regarding how to access resources can be directed to Human Resources.

HOW TO APPLY/ VETERAN INFORMATION:

Police Sergeant Questionnaire

- * Please answer the below-required questions and submit this completed form to Human Resources via scan and email. All documentation must be submitted to Human Resources no later than the closing date of the announcement.
- * 1. Are you a non-probationary sworn law enforcement officer who has served a minimum of three (3) years, two (2) of which as a Town of Bay Harbor Islands Police Officer?
Yes No
- * 2. Will you be claiming Veteran’s Preference points (F.S. 295.07)? *If the answer is "Yes," please submit your DD214 form to Human Resources.*
Yes No
- * 3. Please list your hire date with Bay Harbor Islands Police Department: _____

I hereby swear or affirm that there are no misrepresentations or omissions in or falsification of the above statements and answers to questions. I understand, should this process disclose such misrepresentations, falsifications, or omissions, my application will be rejected. I will be disqualified from present processing or after my employment acceptance; subsequent processing should disclose misrepresentations, falsifications, or omissions; regardless of when this information becomes known to the Town of Bay Harbor Islands, it will be cause for immediate dismissal from the promotional process.

Signature / Print Name	Date	Badge # / ID #

This promotion process is based on job-related functions and is non-discriminatory. The Town of Bay Harbor Islands is an Equal Opportunity employer.