

# Police Sergeant

Non-Exempt

Reports To: Chief of Police

Department: Police

## **JOB SUMMARY**

Responsible for direct supervision and control of Patrol Officers, Investigators, and/or civilian personnel assigned to him/her to meet basic law enforcement needs, crime prevention, support services, and investigations.

A Sergeant may be assigned to work in any of the Divisions within the Police Department. All Sergeants will be able to perform the duties of Patrol Sergeant in addition to the specific duties required by the Division he/she may be assigned to. All Sergeants are subject to be called from their assigned Division to temporarily assist another Division as needed or directed.

Leadership is an essential function of this position. The City reserves the right to require an employee in this position to work more than 40 hours a week. This position provides services or performs duties for the benefit of the general public as directed by the Chief of Police. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation, the incumbent in this position may be required to remain to perform needed services.

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## **DUTIES AND RESPONSIBILITIES**

The duties described below are indicative of what a Police Sergeant may be asked to perform, other duties may be assigned:

- Maintains liaison with other state and federal law enforcement agencies.
- Provides direct supervision to Patrol Officers on duty and/or civilian personnel assigned; patrols the City to supervise, monitor, and assist Patrol Officers; observes officers, assists if necessary.
- Maintain knowledge of police department Policies and Procedures.
- Observes officer behavior for correction, training, or evaluation.
- Performs report review and approval; reads and approves all reports, reviews and investigates irregularities.
- Performs daily preparation; obtains new information on wanted subjects, etc. for dissemination; assigns duties and maintains equipment control and answers citizens' complaints.
- Assists in difficult calls, including all accidents with injuries or fleets, coordinates and supervises activities at major crime scenes, emergency management.

- Testifies in court proceedings when required.
- Conducts arrest and search warrants.
  
- Performs tasks on own initiative and is expected to show the highest level of professional judgment.
- Responds to citizen complaints. Coordinates and speaks to civic groups.
- Maintains good rapport with the community.
- Act as Emergency Management Coordinator Assistant when necessary.
- Performs all other duties as assigned by the Chief of Police or other supervisor.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

### **EDUCATION AND/OR EXPERIENCE**

- High school diploma or equivalent (GED).
- Two years of relevant college studies preferred.
- Certification by the State of Texas as a Police Officer.
- Maintains TCLEOSE Basic Certification.
- Valid Texas driver's license with acceptable driving record.
- Minimum of two years of responsible work in a police department.

### **SKILLS AND ABILITIES**

- Knowledge of Texas Code of Criminal Procedure and Penal Code, and other applicable Federal and State regulations governing police procedures.
- Ability to get along appropriately with co-workers and the public.
- Exhibits desirable and appropriate behavior including integrity, ability to get along with others, "team player," industriousness, intelligence, sense of urgency and independent judgment to provide for a cohesive, productive unit.
- Basic working knowledge of office equipment, computers, computer software (i.e. Microsoft Word, Excel and ticket writing software).
- Ability to perform multiple tasks simultaneously, accurately and efficiently.
- Ability to maintain a professional and polished manner and a pleasant tone of voice when dealing with the public.
- Gather, analyze, evaluate facts, and safeguard evidence.
- Prepare written reports.

### **LANGUAGE SKILLS**

- Ability to communicate effectively with elected officials, staff, and the public.

- Ability to communicate effectively in both written and verbal form.

### **ANALYTICAL SKILLS**

- Ability to calculate basic mathematical calculations without aid of a calculator.

### **REASONING ABILITY**

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapts to stressful situations.
- Ability to use good judgement and effectively solve problems.
- Ability to plan work and establish priorities.

### **Physical Environment**

- The duties of this job include physical activities such as sitting, stooping, kneeling, standing, walking, lifting, running, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening, seeing/observing, running, and repetitive motions.
- Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception, and the ability to adjust focus.
- This job requires police work out in the field such as apprehending potentially dangerous criminals and making arrest.
- Must be able to lift up to 100 pounds occasionally and 25-50 pounds frequently.

### **Work Environment**

The work environment may include some or all of the following:

- Repetitive activities.
- High volume work days.
- Noise distractions (telephone calls, equipment, conversations with customers, etc).
- Unpleasant social situations (dealing with upset or irate individuals).
- Adverse weather conditions, heat, cold, wet, unsanitary, potential exposure to infectious diseases.
- Exposure to dangerous situations and people.