



CITY OF INGLESIDE JOB DESCRIPTION

Patrol Sergeant

Department:	Police
FLSA Status:	Non-Exempt
Effective Date:	02/24/2020
Pay Grade:	14

POSITION SUMMARY

Performs intermediate protective service work participating in and supervising a unit of police officers on an assigned shift or performing a specialized activity in the Police Department, and related work as apparent or assigned. Work is performed under the limited supervision of the Police Captain. Moderate supervision is exercised over Patrol Officers.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as team supervisor and operates patrol vehicle or specialized police equipment or walks on an assigned shift, to observe for violations of traffic laws, suspicious activities or persons and disturbances of law and order; assists with directing and supervising activities of a shift.
- Responds to radio dispatches and answers calls and complaints.
- Issues citations for traffic violations and investigates traffic accidents.
- Prepares and reviews subordinate officer paperwork, reports and court documents; checks and reviews paperwork for accuracy, completeness, and conformance to established standards and procedures.
- Serves warrants and makes arrests; testifies in court.
- Provides police escorts, directs traffic; performs residential and commercial checks
- Assists with the recruitment and selection of department personnel; assigns, directs, trains and inspects the work of staff; rewards, disciplines, coaches, counsels and evaluates staff performance; develops staff schedules; recommends transfers, promotions, suspensions, terminations, and demotions.
- Inspects, issues, and maintains inventory of department issued equipment.
- Receives and responds to inquiries or complaints; takes appropriate action to resolve complaints.
- Assists with, conducts, and participates in various in service and special training programs.
- Assists other law enforcement agencies when requested or assigned.
- May be assigned collateral duties such as administrative, narcotics, criminal investigation, training, special response team, etc.
- Complete assigned health and safety courses to create a safe work environment

SUPERVISION RECEIVED AND EXERCISED

- Under the direction of the Police Captain
- Moderate supervision

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education – High School / GED

Experience – Considerable
Experience in Law Enforcement

License or Certificate – Must meet
and maintain all department, State
and Federal training and education
requirements for position

Valid driver's license in the State of Texas

Special Requirements – Possession of Texas Commission on Law Enforcement (TCOLE) Advance
Peace Officer's License upon hire.

Required Education	High School / GED
Required Experience	Considerable Experience
Combination OK?	Yes

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Thorough knowledge of police methods, practices, and procedures
- Thorough knowledge of the geography of the City and location of important buildings
- Thorough knowledge of the rules and regulations of the Police Department
- Skill in using firearms and operating a motor vehicle
- Ability to communicate ideas effectively orally and in writing; ability to understand and carry out oral and written instructions and to prepare clear reports
- Ability to deal courteously, but firmly with the public
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances
- Ability to establish and maintain effective relationship with associates, legal representatives, public safety personnel, and the public.

Admin.	Memos, Letters, and reports
Supervision:	Over Patrol Sergeant

PHYSICAL DEMANDS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force
- Work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, reaching with hands and arms, tasting or smelling and pushing or pulling and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and repetitive motions

Weight	10-100 lbs.
Environment	Mod. noisy
Physical Activity	Moderate

- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities
- Work frequently requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date