

SERGEANT PATROL**CLASS NO. 1709****EEOC CATEGORY: Protective Service Workers****PAY GROUP: 21****FLSA: Non-Exempt****SUMMARY OF POSITION**

Supervises patrol officers assigned to shift, including coordinating work schedules and overseeing work performed; and performs patrol and emergency response functions.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Captain-Patrol.
2. Directs: Deputy Sheriff – Patrol.
3. Other: Has frequent contact with other department employees; federal, state, and local law enforcement agencies; other local officials; and the general public.

EXAMPLES OF WORK¹**Essential Duties**

Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations;

Identify, pursue, and arrest suspects and perpetrators of criminal acts;

Record facts to prepare reports that document incidents and activities;

Review facts of incidents to determine if criminal act or statute violations were involved;

Render aid to accident victims and other persons requiring first aid for physical injuries;

Testify in court to present evidence or act as witness in traffic and criminal cases;

Evaluate complaint and emergency-request information to determine response requirements;

Patrol specific area on foot or motorized conveyance, responding promptly to calls for assistance;

Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area;

¹ For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.

Assist with traffic accidents and other accidents to determine causes and to determine if a crime has been committed;

Photograph or draw diagrams of crime or accident scenes and interview principals and eyewitnesses;

Monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures;

Relay complaint and emergency-request information to appropriate agency dispatchers;

Issue citations or warnings to violators of motor vehicle ordinances;

Direct traffic flow and reroute traffic in case of emergencies;

Provide road information to assist motorists;

Process required documentation; and

Act as official escorts, such as when leading funeral processions or firefighters.

Other Important Duties

Performs other duties as assigned.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT²

Environment: Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site. The employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; potentially hostile environments; extensive public contact. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc. Incumbents required to work various shifts, including evenings and weekends, and may be required to travel outside County boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to

² Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: criminal and civil law; departmental policies and procedures; investigation and crime prevention methods; identification records processes and procedures; and supervisory management techniques.

Skill/Ability to: supervise and motivate employees, including planning, assigning, and coordinating activities; safely use vehicles, firearms, and specialized equipment; operate a computer and/or typewriter to prepare records and/or reports; apply criminal investigative techniques; establish and maintain effective working relationships with other law enforcement agencies, the District and County Attorney's offices, other departmental employees, and the general public; demonstrate proficiency in both oral and written communication; maintain accurate records or reports; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

Graduation from an accredited Police Academy, plus at least four (4) years of experience as a patrol officer, including supervisory experience;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification by the Texas Commission on Law Enforcement (TCOLE);

Yearly qualification of firearm proficiency as required by TCOLE; and

Appropriate valid Texas driver's license.