



## LAMPASAS COUNTY, TEXAS HUMAN RESOURCES OFFICE

<b>Position:</b>	Patrol Sergeant
<b>Starting Salary:</b>	\$60,000 - \$74,000 depending upon experience
<b>Eligibility for Benefits:</b>	Eligible for full time county benefits: including health, life and other optional insurance coverage, retirement, holidays, vacation and personal time accrual. Patrol vehicle, duty weapons, cell phone, uniforms, body armor and training.
<b>Hours of Work:</b>	Varies – Shift Work

### **Position Description:**

A Patrol Sergeant is a first-line supervisor responsible for overseeing, planning, and coordinating the activities and operations of assigned law enforcement staff. A Patrol Sergeant serves as a shift commander, taking command of the patrol deputies and equipment on an assigned shift providing direction, training, supervision and discipline. The Patrol Sergeant coordinates assigned activities with the Sheriff and Chief Deputy, other divisions, outside agencies and the general public. The Patrol Sergeant performs any or all duties required of a Sheriff Deputy and when necessary, acts as on-scene commander for major incidents.

### **Essential Responsibilities include:**

- **First Line Supervision.** Direct, coordinate and review the day-to-day work plan and provide assistance for assigned patrol deputies. Assign work activities and projects, review and evaluate work products, methods and procedures and work with staff to identify and resolve problems. Participate in the development and implementation of goals, objectives and policies and procedures; set priorities for assigned programs. Identify resource needs and provide or coordinate staff training. Recommend, train, motivate and evaluate assigned personnel. Identify opportunities for improving service delivery methods and procedures, review with management and implement improvements. Conduct internal investigations of citizen and deputy complaints. Provide direction and recommend commendations, disciplinary actions, discharges and transfers.
- **Patrolling and response.** Conducts routine preventative patrol in assigned residential, business and rural areas. Responds to emergency and non-emergency calls for service including but not limited to crime scenes, disturbance calls, alarms, public hazards or traffic accidents, evaluates the circumstances upon arrival and takes appropriate action. Performs CPR or other critical emergency care until emergency medical personnel are in route. Provides public assistance such as roadside assistance or directing traffic. Maintains a professional and visible presence of law enforcement within the community to deter crime.
- **Law Enforcement.** Enforce state laws, local ordinances and traffic enforcement to ensure safety. Investigates criminal acts; apprehends, arrests, and detains criminal suspects when necessary. Identifies and issues citations to violators of misdemeanor offences. Enforces laws and apprehends misdemeanor and felony violators and fugitives. Arrests and transports persons found to have committed a criminal act. Testifies in court proceedings, ALR and evidentiary hearings, and gives depositions.
- **Investigation.** Conducts criminal investigations. Responsible for identifying, collecting, preserving, and securing evidence from crime scenes in a manner that protects chain of custody. Interviews witnesses, victims, suspects, arrested persons and informants to obtain pertinent information concerning accidents and crimes. Prepares detailed reports. Investigates motor vehicle accidents.
- **Court.** Assist the prosecutor/investigator in preparation of cases for court and testify in court. Provide security for court proceedings, including escorting inmates and jurors and maintaining order within the courtroom.

- Warrant Service. Serve warrants including, locating and arresting or causing the arrest of persons wanted on criminal warrants. Performs civil process duties including but not limited to summonses, subpoenas, and other court-related documents.
- Records. Perform considerable report and record maintenance duties, for example, crime, accident and use of force reports, statements, arrest reports, warrant forms, inventory and search, and property receipts. Submits all required reports in a complete, legible, accurate and timely manner. Prepare and present staff reports and other correspondence. Review, correct and participate in the preparation of assigned deputies reports and records to ensure proper documentation is completed.
- Performs other duties as assigned such as animal control, search and rescue, and assisting other emergency services.

### **Other Knowledge, Skills and abilities**

- Knowledge of Federal laws, State statutes and Local ordinances
- Good legal and procedural knowledge of the Texas Penal Code and Code of Criminal Procedure
- Ability to read and interpret documents such as regulations, operating instructions, legal documents, procedure manuals, and Sheriff's Office policies, rules and procedures.
- Knowledge of modern techniques and practices in law enforcement, investigations, crime and accident prevention.
- Knowledge of principles and practices of personnel supervision and management
- CPR and First Responder knowledge
- Safe operation of a variety of firearms, impact weapons, chemical agents, and other equipment.
- Skill in operating motorized vehicles under adverse conditions
- Ability to communicate effectively with superiors, other employees, other agencies or departments and the general public both orally and in writing
- Ability to maintain composure under emergency and/or stressful conditions, using good sound judgment, self-discipline and courtesy.

### **Minimum Qualifications:**

- Minimum age of 21
- Valid current Texas driver's license
- High School diploma or GED
- Must possess an active TCOLE license. (Prior formal supervisory experience preferred by not required)
- Possession of, or ability to obtain, First-Line Supervisor withing 1 year.
- No disciplinary issues resulting in probation or suspension within the past 12 months or pending investigations
- Must successfully pass an Oral Board interview.

**Obtain Applications:** Download application online at [www.co.lampasas.tx.us](http://www.co.lampasas.tx.us) under 'Employment Opportunities' / 'Lampasas County Sheriff's Office Application Packet'; or pick up application in the Human Resources office: 409 S Pecan St. Ste 209; Lampasas, TX 76550

**Submit Applications To:** Lampasas County Sheriff's Office via email: [kgreenburg@co.lampasas.tx.us](mailto:kgreenburg@co.lampasas.tx.us) or in person to the Sheriff's Office: 1210 Barnes St.; Lampasas, TX 76550

**Application Deadline:** Open until filled