



Title: Police Sergeant

FLSA Status: Exempt

SAFETY STATUS: Safety Sensitive Position

BRIEF DESCRIPTION:

The purpose of this position is to supervise department personnel, investigations, and operations while providing protection of life and property. This is accomplished by scheduling and overseeing personnel and equipment, conducting and overseeing investigations, researching information and statistics, delegating and monitoring work assignments, ensuring officers are adequately equipped, interviewing citizens, and conducting performance evaluations. Other duties include organizing schedules, mentoring officers, and attending meetings and special events.

REPORTS TO:

This position reports to the Police Lieutenant.

SUPERVISES:

This position supervises the Police Officers, Traffic Patrol Officer and School Resource Officer.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	Commands personnel by assisting and guiding officers; delegating monitoring work assignments; ensuring adequate shift staffing; monitoring radios; approving training requests; preparing work schedules; researching and responding to inquiries; administering programs and special events; and conducting performance evaluations.	30%
2	L	Oversees investigations by conducting interviews; documenting incidents; analyzing and approving completed investigative work; responding to crime scenes; and managing records retention.	30%
3	S	Maintains weapons and protective equipment by inspecting all equipment and weapons to ensure proper operation; managing supply and material inventories; placing orders; and inspecting assigned vehicles.	20%



4	S	Performs administrative tasks by writing reports; serving as liaison between unit supervisor and investigators; assisting the Chief of Police; presenting recommendations; gathering and analyzing data; maintaining databases and records; and assisting with department programs, special events, and investigations.
---	---	---

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study or appropriate certification, Professional Engineer, Law Degree, Certified Public Accountant.
Experience	Over five years
Supervision	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Decisions regarding implementation of policies may be made during interactions. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations.
Freedom to Act	Receives Administrative Direction: Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance. This is typically a high level management, professional, or executive position.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Has no budgetary/fiscal responsibility.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and



	self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Peace Officer Certification, Intermediate TCLEOSE Certification, Field Training Officer Certification, Valid Texas Driver's License

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
---	---	---	---	-----------------------------

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	making presentations, communicating with co-workers, observing work site, observing work duties
Sitting	F	desk work, driving
Walking	F	to other departments/offices/office equipment, around work site
Lifting	F	equipment
Carrying	F	supplies, equipment
Pushing/Pulling	O	equipment
Reaching	F	for supplies
Handling	F	paperwork
Fine Dexterity	F	computer keyboard, calculator, telephone pad, calibrating equipment
Kneeling	O	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	retrieving items from lower shelves/ground
Crawling	R	under equipment
Bending	O	retrieving items from lower shelves/ground
Twisting	C	getting inside vehicle
Climbing	O	stairs, step stool
Balancing	O	on step stool
Vision	C	driving, observing work site, reading, computer screen
Hearing	C	communicating with co-workers and public and on telephone,



Talking	C	listening to equipment communicating with co-workers and public and on telephone
Foot Controls	C	driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Firearms, camera, telephone, copier, vehicle, fax, calculator, computer, and associated hardware and software

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
-------------------	-----------------	-------------------	-------------	------------

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
------------	-----------------------------	------------------------------	-----------------	------------

-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	F
Physical Danger or Abuse	F
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	W
Extreme Temperatures	S
Noise and Vibration	W
Wetness/Humidity	S
Physical Hazards	W

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Bullet proof vest, reflective traffic vest, chemical suit, gas masks, baton, and weapon

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
--	--	--	----------------------------

-Description of Non-Physical Demands-		-Frequency-
Time Pressure		F
Emergency Situation		F
Frequent Change of Tasks		F
Irregular Work Schedule/Overtime		F
Performing Multiple Tasks Simultaneously		F
Working Closely with Others as Part of a Team		F
Tedious or Exacting Work		F
Noisy/Distracting Environment		F
Other (see 2 below)		N

(2) N/A

City of Hondo, TX



PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.