

# HEWITT TEXAS

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**Job Title:** Police Sergeant

**Department:** Police Department

**Location:** Public Safety Facility

**Reports to:** Determined by Assigned Section

**Date:** 2/15/2018

<b>Grade:</b> 32	<b>Type of Position:</b> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<b>Classification:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<b>Safety Sensitive:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**Job Summary:** Under general direction, the Police Sergeant is responsible for performing professional and supervisory duties in directing the activities of an assigned section or shift in the Police Department. Incumbents are required to use independent judgement in directing the activities of a section or shift with only general instructions from the immediate supervisor regarding assignments and/or procedures.

**Essential Functions:** Perform supervisory tasks by planning and directing activities and employees within their assigned section/shift in accordance with the policies and procedures of the Police department and directives from the Chief of Police. Schedule shifts and assign work for subordinates.

Hold pre-shift briefings. Monitor work activities through observation, monitoring radio traffic, reading subordinate reports, and discussions with subordinates. Evaluate subordinates formally and promote their growth and development. Complete daily work rosters and employee inspection forms. Commend and/or counsel subordinates on matters of performance of duty and document such action(s).

Conduct traffic and police investigations and issue citations in aggravated circumstances. Supervise subordinates in the field and assist as necessary. Review paperwork for approval. Prepare correspondence and reports, and perform administrative tasks in support of assigned area. Attend staff meetings to coordinate activities of assigned section/shift with other sections/shifts and assist in formulating policies and guidelines for the department.

Enforce the laws and ordinances of the City and State and all other pertinent laws. Serve as a Field Training Sergeant when appointed to supervise Field Training Officers assigned to their shift. May also perform any and all duties of officers and civilians. Perform other related duties as assigned.

The Police Sergeant must maintain a certain level of physical and mental fitness to safely and effectively perform the assigned duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Competencies:** Knowledge of advanced law enforcement principles and the criminal justice system. Knowledge of the geography of the city and the surrounding vicinity. Knowledge of the safe use of firearms and other modern police equipment. Oral and written communication skills. Skill in planning, organizing, and managing time effectively.

**Required Education, Experience, and Qualifications:** Must meet the Civil Service requirements for the City of Hewitt. High school diploma or GED. Must have served in the Hewitt Police Department as a Police Officer for at least two (2) continuous years immediately before the date of the promotional examination. Must pass the Sergeant's promotional written and physical examination and successfully complete all phases of the promotional process as outlined in policy. Intermediate TOCLE certification required.

**Preferred Education, Experience, and Qualifications:** N/A

**Physical Requirements:**  
 Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

<b>Sedentary</b> <input type="checkbox"/>	<b>Light</b> <input type="checkbox"/>	<b>Medium</b> <input type="checkbox"/>	<b>Heavy</b> <input checked="" type="checkbox"/>	<b>Very Heavy</b> <input type="checkbox"/>
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 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Performs a variety of physically demanding maneuvers and activities while involved in law enforcement and rescue operations including but not limited to running, walking, stooping, bending, rolling, crawling, climbing, jumping, lifting, carrying, dragging, manual dexterity, and safely operating assigned equipment and vehicles. May occasionally lift and/or move more than 100 pounds.

**Machines, Tools, and Equipment:** Computer equipment, patrol car, handgun, shotgun, baton, handcuffs, first aid equipment, radar units, radios, printer, etc.

**Expected Hours of Work:** Works irregular hours including weekends, holidays, and extended hours in emergency, disaster, or other situations influenced by workload, staffing difficulties, or equipment related repair problems.

**Work Conditions/Environmental Factors:** Works in both a climate controlled indoor environment and outdoors. Works in a variety of unfavorable conditions including exposure to gunfire, harsh weather, poor or no lighting, exposure to hazardous chemicals and smoke, extremes in temperatures, all types of weather conditions, electrical hazards, armed and dangerous persons, communicable diseases, etc.

***This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice***

Employee Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_