



Shoreacres Police Department

601 Shore Acres Boulevard, Shoreacres, Texas 77571-7262
281-307-1950 • Fax 281-471-8955 • www.cityofshoreacres.us

Troy Harrison
Chief of Police

Description: Sergeant
TYPE: Full Time:
HOURS: Full Time:
BENEFITS: Full Time: Full benefits
REPORTS TO: City Manager

GENERAL SUMMARY

The City of Shoreacres has a population of 1600 and is located in Southern Harris County.

JOB DUTIES:

Sergeant, under general direction, enforce applicable Federal, State, and local laws and ordinances. They perform and supervise duties to support law enforcement and crime prevention activities, as well as provide service to the citizens in an efficient and professional manner. Sergeants are required to supervise shifts, including police officers, reserve officers, non-sworn employees, and volunteers, with general or direct supervision from command staff. Other duties include but are not limited to:

- **Supervisor:** Observes, supervises, instructs and coordinates the activity of the patrol officers and law enforcement activities; assists and supervises police officers engaged in investigations, including determining causes, gathering evidence, taking photographs, securing statements from witnesses, making arrests and writing reports; ensures that police officers are dispatched to the scene of complaints, accidents, and emergency situations, assisting on these calls as required, reviews and approves all crime and arrest reports; prepares reports of investigations and presents evidence in court; contacts and cooperates with other law enforcement agencies in investigations and apprehension of offenders; answers public inquiries and requests for information; conducts training for police officers and evaluates performance; maintains discipline and ensures that department and city-wide policies and procedures are followed.
- **Training Supervisor:** Supervises, schedules and recommends training for all department staff. This includes providing ongoing training and instruction to new and veteran officers on the ever-changing role of a police officer.
- **Crime Prevention:** Maintains ongoing current knowledge of modern concepts of crime prevention. Represents the department at meetings and conferences; directs the development of community resources and community projects; oversees the volunteers and Police Reserves.
- **Community Services:** Knowledge of laws and procedures that relate to the prevention of juvenile delinquency and the promotion of the welfare of juveniles; prepares lesson plans for public demonstrations and exhibits; instructs all grade levels in the public schools; prepares lesson plans for public demonstrations and exhibits; represents the department at group meetings and conferences; assist in the development of community resources and community projects; provides high-quality service to the public by making non-enforcement contacts with the public to identify community needs and to assist the public in solving community problems.
- **Investigations:** Knowledge of laws that relate to the investigation and documentation of criminal cases. Initiates investigations and conducts follow-up investigations of crimes and incidents initiated by other officers.

- Generally: Learn and effectively use computers, software, and record management system to track projects, prepare case files, generate reports, and recommend process improvements. Recognize problems, develop solutions, and implement changes within department policies and procedures and in the direction of the command staff. Participate in the establishment of goals and objectives for the department and shift; develop and adjust plans within delegated authority; make arrests; safely drive a motor vehicle under normal and emergency conditions; develop and present ideas and recommendations orally and in writing; perform public speaking as required; skillfully and safely operate and supervise the operation of equipment in conformance with applicable laws.

MINIMUM QUALIFICATIONS:

- must be at least 21 years of age at the time of application
- must be a United States Citizen
- must have and maintain a valid Texas driver license, or be able to obtain a Texas driver license
- must be currently licensed by the Texas Commission on Law Enforcement (TCOLE) and be in good standing; with a minimum of Advanced Certification
- must be a credible witness in a court of law (no prior criminal convictions or Brady violations)
- must be free of mental/physical defect(s) that would prevent a person from performing the duties of a police officer
- must be willing to do shift work, including days, nights, weekends and holidays, as needed
- must have 5 or more years of supervisor experience with a municipal police agency
- must pass an extensive background check, psychological, medical physical, drug screening, vision and hearing tests

The City of Shoreacres is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Shoreacres will provide reasonable accommodations to qualified individuals with disabilities.

Physical and Environmental Conditions:

Duties are generally performed within the city limits. Occasionally services are performed outside the city limits. The physical demands and work environment is representative of those that must be met by an employee to successfully perform the principal duties and responsibilities of this position or which the employee will encounter. Weight must be proportionate to height and build. While performing the duties of this job, the employee is frequently required to stand, walk, run, jump, climb, push, pull, reach, kneel, and bend be within normal hearing ranges, and have understandable articulation to hear and understand verbal communications at normal speaking tones via voice, radio, and telephone and to verbally respond succinctly. The employee must be able to lift and/or move 40-pound objects, and on occasion be able to drag 150-pound objects. The employee is occasionally exposed to personal risk while working in dangerous and life-threatening situations, riding in a police vehicle, wearing the police uniform, or in the holding facility. The employee may be exposed to personal risk while working with persons under the influence of drugs and alcohol, and convicts and felons, and must be able to defend themselves using resources provided for within policy. The noise level of the work environment ranges from generally quiet to moderately low.

Please contact City Manager: Troy D. Harrison

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