

CITY OF MANVEL
POLICE SERGEANT
POLICE DEPARTMENT

Grade: 107

FLSA: NE

Hourly Rate Range: \$30.19 \$65929.50

Emergency Operations Classification: Tier 1 Essential

General Summary:

The work of a commissioned police officer involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances. Duties normally consist of routine patrol, preliminary investigation and traffic regulation. Police officers also may be assigned duties as detectives, court security officers, crime prevention officers, Department training officers, evidence technicians, field training officers, accident investigators, firearms instructors, hostage negotiators special response team officers. Work involves an element of personal danger. The employee must be able to exercise sound independent judgment under stress. Assignments may include work on special tasks, which call upon specialized abilities and knowledge possessed by the officer. Work assignments can be general or specific and instructions are received from a supervisor who reviews work methods and results through reports, personal inspection and discussion.

JOB SUMMARY

- Under general direction of the Chief of Police
- To plan, organize, and manage the activities of the patrol officers
- To provide training, knowledge, assistance, and advice to patrol officers
- To effectively interact with the community for the purpose of community problem solving, crime prevention, crime detection, law enforcement, narcotics, crime investigation and the maintenance of a service oriented, working partnership with citizens based on mission, vision, and values statement

EXAMPLES OF ESSENTIAL FUNCTIONS

- Performs all duties assigned to a Police Officer
- Perform roll call and shift briefing to inform officers of new or updated laws, procedures, policies, techniques, practices, and safety issues
- Schedule patrol officers to ensure proper coverage and assigns special assignments
- Conducts inspections of holding cells, patrol vehicles, and officers
- Reviews and checks reports such as offense, arrest, evidence, juvenile, county paperwork, and citations for accuracy and completeness
- Assists communication operators and patrol officers with calls for service, calls for back-up, requests for supervisor and complaints, with research required to develop the means to solve community problems

CITY OF MANVEL
POLICE SERGEANT
POLICE DEPARTMENT

Grade: 107

FLSA: NE

Hourly Rate Range: \$30.19 \$65929.50

Emergency Operations Classification: Tier 1 Essential

- Submits monthly supervisory reports related to the review of officers performance measures and documentation of roll call trainings.
- Counsels officers and conducts performance evaluations and internal affairs investigations
- Assists with the management of prisoners and monitors office activities
- Orders supplies, forms, records, and sends equipment and vehicles for repair
- Responds to and handles all activities of patrol officer when needed
- Performs other duties within areas of responsibility and ability as assigned
- Directly supervise 1-10 patrol officers and 1-2 communications operators/administrative assistants

MARGINAL FUNCTIONS

- Determine manpower requirements and special assignments
- Determine quality of reports and corrections to be made by officer
- Solves problems encountered by officers
- Occasionally manages the police response to hostile or dangerous situations or persons
- Continuously uses vehicle, radio, firearms, computer, telephone, printers
- Frequently uses calculator, emergency equipment, television, VCR, training tapes, and camera
- Deals with district attorneys, judges, attorneys, municipal court, and bonding companies when filing charges, testifying in court, and answering questions regarding arrests
- May be interviewed by reporters
- Constantly in contact with citizen groups and business owners in Manvel
- Frequently deals with disgruntled citizens, parents, and difficult people
- Exchanges routine information and coordinates work activities
- Provides advice and consultation and negotiates policies and practices with employees of the police department
- Work is performed indoors and outdoors
- Physical effort involves going from non-physical activities to highly physical activities of walking, running, jumping, climbing, and trying to subdue suspects
- Work involves constantly dealing with violent situations, extremely physical and emotional confrontations, and encountering life and death situations

CITY OF MANVEL
POLICE SERGEANT
POLICE DEPARTMENT

Grade: 107

FLSA: NE

Hourly Rate Range: \$30.19 \$65929.50

Emergency Operations Classification: Tier 1 Essential

(Note: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.)

REQUIREMENTS

A. Training and Experience:

- Must be employed full-time with 24 months continuous service as Patrol Officer for the City or (5) five years continuous full time service as a Police Officer with supervisory experience.
- Posses an intermediate peace officer certification or able to obtain Intermediate within one year after appointment.
- Posses 15 semester hours from an accredited college or university accepted by TECOLE and 800 hours of in-service TECOLE approved credits
- Valid State of Texas Class C Driver's License and good driving record

B. Knowledge, Skills, and Abilities:

- Complete working knowledge of police work performed by patrol officers
- Knowledge of Federal laws, City ordinances and codes, State law, traffic codes, and labor laws
- Interpersonal skills, analytical skills, and leadership skills
- Ability to communicate effectively with public and subordinates
- Ability to handle and solve problems
- Ability to function effectively under life threatening stress

C. Physical Requirements:

- Some tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pounds) items

D. Environmental Requirements:

CITY OF MANVEL
POLICE SERGEANT
POLICE DEPARTMENT

Grade: 107

FLSA: NE

Hourly Rate Range: \$30.19 \$65929.50

Emergency Operations Classification: Tier 1 Essential

- Some tasks require exposure to adverse environmental conditions (e.g. dirt, cold, rain, fumes)
- Some tasks require exposure to extreme heat/cold or extreme weather conditions
- Some tasks require exposure to strong odors and/or smoke
- Some tasks require exposure to strong and/or toxic chemicals
- Some tasks require exposure to dust or pollen

E. Sensory Requirements:

- Some tasks require sound perception and discrimination
- Some tasks require odor perception and discrimination
- Some tasks require depth perception and discrimination
- Some tasks require visual perception and discrimination
- Tasks require oral communication ability

Note: Any work related experience resulting in acceptable proficiency levels in the above Minimum Qualifications may be an acceptable substitute for the above specified education and experience requirements.

CITY OF MANVEL
POLICE SERGEANT
POLICE DEPARTMENT

Grade: 107
FLSA: NE
Hourly Rate Range: \$30.19 \$65929.50
Emergency Operations Classification: Tier 1 Essential

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Manvel. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Signature/Approval

Employee

Date

Immediate Supervisor

Date

Department Director/Supervisor

Date