



Brookshire Police Department

P.O. Box 160, 5100 U.S. Highway 90

Brookshire, Texas 77423

(281) 375-5000

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Brandal Jackson, Chief of Police

NOTICE OF EMPLOYMENT OPPORTUNITY

Job Description

Job Title: Patrol Sergeant

Pay Grade:

Department: Police

FLSA Status: Non-exempt

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

Under general direction enforces Federal, State and Local laws and ordinances. To supervise, assign, review and participate in the work of staff responsible for providing services in patrol, criminal investigations, emergency communications, internal affairs, and training within the Police Department; and to perform a variety of technical tasks relative to the assigned area of responsibility. Performs various duties to support law enforcement activities as well as provide service to the citizens in an efficient and professional manner.

SUPERVISION RECEIVED AND EXERCISED

This position receives supervision from the Lieutenant. This position supervises a group of patrol officers and patrol corporal.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- Patrols assigned district and receives dispatched calls for service to help prevent crime, aid citizens needing assistance and arrest violators of the law
- Enforces traffic laws, monitors school crossings and provides escorts to ensure safe motor vehicle operation throughout the City
- Prepares written reports as required by specific assignments
- Answers, screens and refers calls from citizens requesting police services

- Investigates reports of criminal activity, interviews victims and witnesses, seeks, gathers and submits evidence for processing, interrogates suspects and arrests suspected offenders
- Testifies in court as required
- Develops and implements community-based policing strategies and programs
- Instructs citizens, businesses, schools and civic organizations about methods and techniques that may help prevent one from becoming a victim of crime
- Responds to emergency calls and routine complaints and disturbances and takes necessary action
- Directs and escorts traffic, operates traffic radar monitoring equipment and issues traffic citations
- Conducts initial investigations of traffic accidents and crimes against persons and property
- Questions witnesses, complainants, victims and suspects and takes statements
- Processes prisoners, including fingerprinting, photographing, enduring magistrate warnings by a judge, approving city bonds, searching prisoners, recording and securing the prisoner's property, and transporting prisoners to an appropriate facility
- Shares information and works with other law enforcement agencies and directed and appropriate
- Assists EMS personnel, firefighter, animal control and other City department as required
- Conducts security checks of businesses and residential areas on patrol route
- Fosters good police-community relations among residents and civilian population
- Monitors roadway and weather conditions, reporting any potential problems to appropriate agencies
- Responsible for fleet vehicle maintenance
- Oversees firearms training
- Makes duty schedule for patrol officers
- Investigates complaints against police department members as assigned
- Investigates all fatality or near fatality traffic accidents
- Oversees FTO program and FTO's
- On call supervisor for patrol officers
- Other duties as assigned

MINIMUM JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

Five years law enforcement experience or two years patrol supervisor experience

LICENSES AND CERTIFICATES

Valid Class C Texas drivers' license; valid TCOLE Basic Peace Officer Certification (Intermediate Certification preferred).

JOB FUNCTION: Under direction/supervision of the Lieutenant, serves as first-line supervisor of assigned officers. Enforces laws of the State of Texas and ordinances of the City of Brookshire. Sergeants are responsible for the completion of offense reports, accident reports, and case folders on a daily basis. Acts as supervisor in charge of all crime scenes until relieved by Investigators of CID. They are responsible for deployment of personnel necessary to complete any objective or task at hand.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent diploma
- Intermediate Peace Officer Certification through the Texas Commission of Law Enforcement (TCLOE)
- Five years of police experience as a patrol officer or Sergeant
- Valid Texas Class C Drivers License
- Ability to pass a fitness test if required

PREFERRED QUALIFICATIONS:

- Advanced Peace Officer Certification through the Texas Commission of Law Enforcement (TCOLE)
- Ten years of police experience as a patrol officer and/or Sergeant.

The City of Brookshire is an equal opportunity employer.