



Job Description

200 W 2nd Street, Freeport, TX 77541 ** 979-233-3526 ** FAX 979-233-3205 ** www.freeport.tx.us

POSITION TITLE: Patrol Sergeant
DEPARTMENT: Freeport Police Department
RATE CLASS: hourly
REPORTS TO: Patrol Lieutenant
SHIFT: 12 hour shift

EDUCATION AND TRAINING:

Complete at least a high school diploma or GED; 21 years of age minimum age requirement; Pass a physical exam, drug test and background check; licensed by the Texas commission of law enforcement standards and education; and Pass a physical agility test.

Qualifications, skills, and requirements include but are not limited to: high school diploma or equivalent and the ability to communicate well with general public, supervisors, and co-workers. Must have a valid driver's license with good driving record and TCLEOSE licensed.

JOB SUMMARY:

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the general public; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow and give verbal and written instructions. Enforce laws; preserve peace; protect life and property; investigate crime; apprehend lawbreakers; and provide community service.

SPECIAL SKILLS:

Problem solving, observational, teamwork, writing, math, computer, and self management skills; be mature, levelheaded, honest, intelligent, cooperative, courteous, and dependable Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations. Skilled in the operation of job specific tools and equipment. Ability to perform work requiring good physical condition, ability to communicate effectively orally and in writing, ability to exercise sound judgment in evaluation situations and in making decisions, ability to effectively give and receive verbal and written instructions, establish and maintain effective working relationships with other employees, supervisors, and the public and the ability to meet the special requirements listed below.

Job Description: Patrol Supervisor

DUTIES & RESPONSIBILITIES: Duties include but are not limited to:

- Performs a variety of routine and complex public safety work in the performance and administration of police patrol, investigation, traffic regulation, and related law enforcement activities.
- Normally works under the general supervision of a Police Lieutenant.
- Exercises general supervision over police officers and other staff as assigned.
- Supervises police officers and other assigned staff in their duties.
- Supervises the scheduling and coordinating of shift activities.
- Reviews a variety of police related reports prepared by subordinate officers or others.
- Makes day-to-day police assignments as required by the needs of the service.
- Maintains contact with all police personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities.
- Maintains contact with general public, court officials, and other City officials in the performance of police activities, as assigned.
- Conducts periodic performance evaluation and planning sessions for assigned personnel. Counsels assigned personnel on job performance and disciplinary matters.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances
- Patrol sergeants patrol City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations' and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene; conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victim, witnesses and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders; Prepares cases for giving testimony and testifies in court proceedings.
- Prepares a variety of reports and records including officer's daily roster, reports of investigation, field interrogation report, alcohol, influence reports, bad check form, vehicle impoundment form, traffic hazard report, etc.
- Coordinates and supervises the training, assignment, development of subordinate police officers.
- Coordinates activities with supervisors or other city departments, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures.
- Required to perform shift work including days, evenings, and nights including weekends and holidays.

- Operates a motor vehicle to assist in carrying out the business of the department and the City.
- Attendance at work is an essential function of this position.
- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.
- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Assures efficient performance of assigned staff
- Makes decisions regarding assignment of subordinate staff and the investigation of incidents during the shift
- Carries out supervisory responsibilities in accordance with the freeport police department policies and applicable laws
- Responsibilities include interviewing and training employees; planning, assigning, directing work, appraising performance, addressing complaints and resolving problems.
- Performs as supervisor and reviews the work of the uniformed patrol officer assigned to shift
- Record facts to prepare reports that document incidents and activities.
- Review facts of incidents to determine if criminal act or statute violations were involved.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- Testify in court to present evidence or act as witness in traffic and criminal cases.
- Evaluate complaint and emergency-request information to determine response requirements.
- Patrol specific areas; respond promptly to calls for assistance.
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.
- Photograph crime scenes or accident scenes and interview principals and eyewitnesses.
- Monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.
- Relay complaint and emergency-request information to appropriate agency dispatchers.
- Issue citations or warnings to violators of motor vehicle ordinances.
- Direct traffic flow and reroute traffic in case of emergencies.
- Provide road information to assist motorists.
- Process prisoners, and prepare and maintain records of prisoner bookings and prisoner status during booking and pre-trial process.
- Inspect public establishments to ensure compliance with rules and regulations.
- Act as official escorts, such as when leading funeral processions or firefighters.
- Does related work as directed.
- Conforms to the oral and written policies of the Freeport Police Department.

OTHER DUTIES:

All employees are expected to perform tasks as assigned by their supervisor; furthermore, overtime may be required in times of necessity.

PHYSICAL/MENTAL REQUIREMENTS:

- Must be able to pass a physical examination and drug screen. Must possess the ability to lift objects, bending, stooping, crawling, standing, and walking for extended periods of time.
- Ability to operate, maneuver and/or steer equipment and machinery requiring simple, but continuous adjustments, such as squad car, restraint devices, computer terminal, first aid equipment and camera.

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry.
- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms sound and odors associated with job-related objects, materials and tasks.

Job Description: Patrol Supervisor

Mental: Emergency or non-traditional work hours will be necessary. Must maintain the ability to work under pressure with numerous distractions while maintaining good ethics and public service skills in adverse circumstances.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

Prepared by: Lieutenant Marisol Gamboa
Freeport Police Department

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