

CITY OF RUSK, TEXAS

JOB DESCRIPTION

JOB TITLE: Police Sergeant

DEPARTMENT: Police

REPORTS TO: Chief of Police/ Lieutenant

FLSA STATUS: Non-Exempt

GENERAL PURPOSE

Under general supervision of the Chief of Police and/or Police Lieutenant, supervises subordinate officers. Performs a variety of tasks which require the use of judgment and decision making within the framework of departmental policies, regulations, and procedures. Deadlines and priorities for subordinates are frequently determined by the Police Sergeant who must be able to act independently and quickly in responding to emergencies. The Police Sergeant is expected to keep his or her supervisor informed of progress and actions taken. This position requires extensive contact with the public in situations which may be highly unstructured and require considerable tact and judgment.

SUPERVISION RECEIVED

Works under the direct supervision of the Chief of Police and/or the Police Lieutenant.

SUPERVISION EXERCISED

Exercises direct supervision over police officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Schedules and prioritizes work assignments for subordinates, authorizes overtime (compensatory time), provides on-the-job training, sets standards of quality and quantity for evaluation, supervises and evaluates the work of subordinates, handles minor disciplinary and performance problems, makes recommendations both for promotions and for major disciplinary actions.
- Interprets and applies departmental policies and procedures in routine as well as in unusual or difficult circumstances.
- Responsible for accuracy and completeness of various official records and reports prepared by subordinates.
- Performs patrol duties by answering calls for service, investigating criminal offenses and traffic accidents, engaging in routine criminal law enforcement and crime prevention duties, making arrests, and assisting area law enforcement and health and safety agencies as needed.
- Visits scenes of emergencies, accidents, and crimes to assist and supervise. Questions witnesses and suspects and takes statements and depositions. Handles more difficult complaints and problems. Participates in various investigations including traffic, robbery, burglary, sex crimes, and narcotics cases. Serves warrants, investigates accidents and crimes, and makes arrests.
- Writes various reports, maintains miscellaneous records and files, recommends material and equipment needs, participates in traffic patrol, performs all duties of patrol officers, and performs other duties of the police officer as needed or requested.
- Knowledge of Texas Code of Criminal Procedure and Penal Code, and other applicable Federal and State regulations governing police procedures.
- Ability to get along appropriately with co-workers and the public.
- Exhibits desirable and appropriate behavior including integrity, ability to get along with others, "team player," industriousness, intelligence, sense of urgency and independent judgment to provide for a cohesive, productive unit.
- Good working knowledge of office equipment, computers, computer software (i.e. Microsoft Word, Excel).
- Performs tasks on own initiative and is expected to show the highest level of professionalism.
- Ability to maintain a professional and pleasant tone of voice when dealing with the public.

- Ability to calculate basic mathematical calculations without aid of a calculator.
- Gather, analyze, evaluate facts, and safeguard evidence.

PERIPHERAL DUTIES

- Attends court proceedings, seminars, and professional development workshops and conferences as required.
- Travels to various destinations in and out of the City that may require overnight stay.
- Ensures harmonious working environment among subordinates.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High School diploma or equivalent (GED)
- Basic Peace Officer Certification
- Four years police experience
- Completion of FEMA ICS-100, and ICS-200, and must complete ICS 700 and 800 within one year.
- Valid Texas Class C Driver's License with a safe driving record (no more than 3 moving violations in the past 36 months); no record of DWI, DUI, or license suspension with the past ten years.
- Minimum of two years of responsible supervisory role(s) in a police department.

Applicant Procedure: Interested parties must register with the Rusk Police Department to take a written examination. **Interested parties should provide their name, address, and telephone numbers in person, by telephone or via email by no later than 5:00 p.m. on Friday, May 07, 2021.** Written examination must be passed with a minimum 70% grade to be eligible to complete an employment application.

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