



City of Irving Job Description

Police Sergeant

FLSA Status:	Non-Exempt	Job Department:	Police
Job Code:	4212	Reports To (Job Title):	Police Lieutenant or other Civil Service Police Command

PURPOSE

To plan and coordinate police field and office operations on an assigned shift; to perform a variety of duties including supervision of officers performing patrol, investigation, community service, and training; and to participate in a variety of administrative and technical duties in support of other public safety services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Supervise assigned areas such as Criminal Investigations, Traffic, Community Services, Training, Narcotics, Pawnshop, Tactical, Event Planning and Security, School and Neighborhood Resource Services, Sex Offender Registration, Gang Activity, and Terrorism Intelligence, and provide direct supervision and overall technical and administrative direction to assigned personnel.
- Recommend and assist in the implementation of goals and objectives for the assigned shift or work unit, establish schedules and methods for providing effective services and support in assigned area of responsibility, and implement policies and procedures.
- Supervise and train sworn officers and general government employees on departmental policies, procedures, and activities; conduct performance evaluations, implement discipline as necessary, direct activities, and follow up on complaints.
- Evaluate operations of assigned program and recommends improvements and modifications, including inspecting and maintaining equipment and implementing/monitoring safety programs.
- Prepare and review various reports on operations and activities, including minimizing department civil liability exposure by documenting and assessing activities of police officers.
- Respond to major crimes, accident scenes, and emergencies and assume initial command until relieved by a superior officer.
- Investigate officer-involved accidents, communicable disease exposures, and use-of-force incidents.
- Review and verify reports submitted by officers for completion and compliance with prescribed standards.
- Participate in department's community outreach programs.
- Use databases, CAD, digital video systems, and report writing systems.
- Maintain proficiency with assigned weapons.
- Perform essential duties of Police Officer.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Research and compile information, statistics, and crime data; produce reports related to stolen property, traffic, and criminal activity; report pertinent crime trends to police personnel; and provide crime information, trends, and statistics to members of the community and outside agencies.
- Review and modify various computer software programs to be used by the Patrol Division.
- Perform the duties of Police Lieutenant in absence of a Police Lieutenant as directed.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include two (2) or more employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

None reported.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

GENERAL

- Meet all requirements as specified in Chapter 143 of the Local Government Code and City of Irving Local Civil Service Rules.

EDUCATION

- High School Diploma or G.E.D, *and* an associate's degree or equivalent (60 college hours) from a TCOLE approved / accredited school with at least a 2.0 GPA with the following exceptions:
- Applicants who have completed three or more years of active military service and have exited within 18 months prior to submitting their application must have a high school diploma or G.E.D.
- Applicants who have completed three or more years of active military service and have exited more than 18 months but less than 36 months prior to submitting their application must have completed 30 or more college hours with at least a 2.0 GPA.
- Applicants who have been employed as a full-time certified peace officer for three or more years during the period immediately preceding the submission of their application must have a high school diploma or G.E.D.

EXPERIENCE

- Two (2) years of experience as a Police Officer. Some assignments require additional specialized experience

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid, Texas driver's license.
- State of Texas Basic Peace Officer certification.
- Some assignments require additional certifications.

KNOWLEDGE OF

- Administration and Management: principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Public Safety and Security: Rules and regulations for the protection of people, data, and property, including the use of weapons and force.
- Law and Government: Laws, penal codes, court procedures, precedents, government regulations, executive orders, agency rules; and the democratic political process.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Psychology: Basic human behavior and performance, including individual differences in ability, personality, learning, and motivation.

SKILLS AND ABILITIES IN

- Mechanical/Technical: Safely operating diverse equipment, including computers, weapons, radios, and electronic door system.
- Active Listening: Listening to what others are saying and asking appropriate questions.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Service Orientation: Actively looking for ways to help people.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Written Expression: Communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- Probing/Inquiry: Using oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective interviews.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reaction Time: Responding quickly (with the hand, finger, or foot) to one signal (e.g., sound, light, picture) when it appears.
- Speech Recognition: Identifying and understanding the speech of another person.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee frequently is required to grasp, handle, feel, listen, see, sit, stand, stoop, talk, walk, and/or drive. Occasionally, s/he must balance, carry, climb, kneel, lift up to 50 pounds, pull, push, reach, run, and/or smell. Rarely, s/he is required to crawl or to lift up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to outside weather conditions and the hazards of emergency driving and traffic control. The employee occasionally is exposed to violence, blood-borne pathogens, and/or body fluids. Encounters with the public often are characterized by conflict and anxiety. The noise level in the work environment usually is moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.