



DATE	August 2023
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Police Sergeant  
 DEPARTMENT/DIVISION: Police  
 REPORTS TO: Police Commander

SUMMARY: The primary duties of a City of Carrollton Police Officer are to protect the lives and property of the public, to enforce the laws of the City of Carrollton and State of Texas, and to otherwise serve our community. Officers are expected to perform a variety of law enforcement and crime prevention tasks, investigative work, special assignments, technical and administrative tasks in support of the Police Department and the City of Carrollton.

ESSENTIAL JOB FUNCTIONS:

- Supervises officers engaged in enforcement, regulatory, and administrative activities
- Schedules Officers and assigns work according to staffing, enforcement needs, and special projects
- Conducts roll call/and or staff meetings to inform subordinates
- Makes assignments and performs other administrative duties
- Participates in enforcement and regulatory duties as required
- Administers training programs and monitors progress of assigned personnel
- Engages in criminal investigation work, participates in safety programs, and performs special assignments as necessary
- Supervises and participates in public relations efforts
- Prepares correspondence and reports, and performs administrative tasks in support of assigned area
- Able to perform all essential job functions duties of officers and civilians
- Monitors work activities of subordinates through observation, monitoring radio traffic, reading subordinates reports and discussions with subordinates
- Evaluates subordinates formally, according to Departmental policies and procedures
- Reviews records, forms, and standardized reports prepared by officers to ensure completeness and accuracy, reads and approves narrative communications
- Maintains knowledge and understanding of the Department’s Mission Statement and applies it during execution of daily duties
- Counsels privately with subordinates regarding work and/or non-work related problems
- Appropriately document incidents involving subordinates in accordance with department policy and standard operating procedures.
- Develops and trains personnel under their direct command. Trains officers to perform job effectively during while in the performance of their duties including special tactical or particularly dangerous situations
- Is familiar with NIMS standards and assumes overall command of the scene at any critical incident or police response which requires a supervisor
- May perform the duties of a Commander in his/her absence, as directed

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Assists with preparation of program budgets

#### WORKING CONDITIONS:

- Operates department computer equipment to review records, inquire about different activities/programs and input various data
- Operates patrol car, handgun, shotgun, baton, radar units, radios, computer, printer, etc.
- Works under stress and uses good judgment in emergency situations
- Performs a variety of physically demanding maneuvers and activities while involved in law enforcement and rescue operations, including running, walking, stooping, bending, rolling, crawling, climbing, jumping, lifting, carrying, dragging, and safely operating assigned equipment and vehicles
- Works under a variety of unfavorable conditions including exposure to gunfire, harsh weather, poor or no lighting, exposure to hazardous chemicals and smoke, extremes in temperatures, all types of weather conditions, electrical hazards, armed and dangerous persons, communicable diseases, etc.
- Works irregular hours including weekends, holidays, and extended hours in emergency, disaster or other situations influenced by, assignment, workload, staffing difficulties or equipment related repair problems

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of operational characteristics, services and activities of a comprehensive law enforcement program.
- Knowledge of administrative directives, policies and procedures of both the City of Carrollton and the Police Department.
- Knowledge of pertinent Federal, State, and local laws, codes and regulations; interprets and applies as necessary.
- Knowledge of technical aspects of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.
- Knowledge of the geography of the city and the surrounding vicinity.
- Knowledge of the safe use of firearms and other modern police equipment.
- Knowledge of advanced law enforcement principles and the criminal justice system.
- Knowledge of operational characteristics, services, and activities of various police operations and programs.
- Skill in planning, organizing, and managing time effectively.
- Skill in resolving a variety of situations characterized by conflict or danger.
- Ability to work independently in the absence of supervision.
- Safe operation of City vehicles.
- 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 skill simultaneously to conduct effective interviews.
- Oral Expression: Communicating information and ideas in speaking so others will understand.

- 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.

PREFERENCES:

- None

MINIMUM QUALIFICATIONS:

- Must meet all experience and certification requirements in accordance with Chapter 143 of the Texas Local Government Code and City of Carrollton Civil Service Local Rules
- Possess a valid Texas Class C Driver's License
- Must read, write and speak English
- Must have a Basic Peace Officer Proficiency Certificate from the Texas Commission on Law Enforcement Standards and Education (TCLEOSE)

CONDITIONS OF EMPLOYMENT:

- Must not have made a false statement in any material fact; withheld information, practiced or attempted to practice any deception or fraud in his/her application, examination or appointment.
- Must pass a physical examination
- Must pass Motor Vehicle record check
- Must qualify with firearm (both day and night), baton, and arrest tactics on an annual basis
- Must maintain necessary physical condition to carry out all essential functions of rank/assignment
- Must meet insurance requirements/ policies
- Must maintain Texas Class C Driver's License
- Must maintain Basic Peace Officer Proficiency Certificate from the Texas Commission on Law Enforcement Standards and Education (TCLEOSE)
- Must maintain a reputation (within the Department, the City, the community, other law enforcement agencies, and offices of District Attorneys), of honesty and integrity sufficient to qualify to testify in any court proceeding, whether in state or federal court, within the State of Texas. Any Sergeant who garners a reputation of dishonesty or lack of candor such that he/she is no longer considered credible will be terminated.