

City of Fort Worth, Texas Job Description

Classification Title:	Police Sergeant		
Job Code:	1003	Job Family:	Police
Pay Grade:	X07	Date Reviewed:	09/14/15
FLSA Status:	Nonexempt	Date Revised:	01/22/16

GENERAL SUMMARY

Under general direction of a Police Lieutenant directly supervise and coordinate the daily operational activities of an assigned police unit or perform specialized investigative work.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Must be able to safely perform all the essential duties & responsibilities as required for the Police Officer and all subordinate ranks.
2. Supervises and coordinates operational activities of an assigned unit.
2. Inspects uniforms and equipment.
3. Patrols assigned area observing efficiency of Police Officer.
4. Notifies superior of major crimes and/or disturbances and assumes command until superior officer arrives.
5. Reviews reports, case files, warrants, search warrants, supplements, etc.
6. Assigns and/or participates in the investigations of criminal cases.
7. Conducts internal investigations of criminal cases.
8. Compiles, prepares and submits reports.
9. Trains and evaluates subordinates.
10. Responds to citizen complaints and inquiries.
11. Perform other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

Other Job Functions:

1. Assumes command of an assigned shift in absence of Watch Commander.

2. Prepares and monitors budget and/or grant report.
3. Attends meetings and/or seminars.
4. Makes arrest of individuals who violate the law and/or ordinance.
5. Responds to calls for assistance and provide necessary police protection.
6. Conducts searches and collects physical evidence.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Knowledge of City Ordinance, Federal, State and City laws and statutes.
- General order/code of conduct.
- Open Records Act.
- Standard Operating Procedures.
- Supervisory Principles and methods.
- Arrest and defense techniques/methods.
- Criminal Investigation techniques.
- Arrest, search and seizure laws.
- Police Identification operation and procedures and computer relative to dispatching functions.

- **Skill in:**

- Oral and written communication.
- Usage of pistol, shotgun and baton.
- Arrest, search and seizure techniques.
- Operation of police mobile data terminal, radio, computer, and pager.

- **Ability to:**

- Coordinates unit operational criteria and schedule necessary manpower.
- Prepares clear and concise reports.
- Reviews case files.
- Arrests and search warrants.
- Conducts interrogations.
- Interacts and communicates with others in an assertive manner.
- Evaluates information of an uncertain or conflicting nature and make appropriate decision with regards to the law.
- Solve problems when all necessary facts are not given.
- Remains calm and works fast in emotionally stressful or emergency conditions.
- Establishes and maintain a positive working relationship with fellow employees and community.
- Use of the City of Fort Worth Police Department uniform and protective equipment.
- Safe operation of Police motor vehicles.
- Enforce city, state, and federal laws.
- Pursue and subdue violent individuals.
- Conduct arrests and investigations.
- Transverse uneven terrain.

MINIMUM JOB REQUIREMENTS

High School diploma or GED, plus three (3) years continuous service as a Police Corporal/Detective for the City of Fort Worth.

OTHER REQUIREMENTS

Advancement to the rank of sergeant is through competitive examination as mandated in the Local Government Code, Chapter 143. Three (3) years of service in the immediately- preceding rank is required.

The sergeant rank has supervisory responsibility both for employees and the operations of the specific unit or district.

Licensed as a State of Texas Peace Officer.

Valid Texas Operator's Class "C" Driver's License.

Additional requirements, such as required training courses, and pre- or post-promotional educational requirements may be found in the Texas Local Government Code, chapter 143; the Texas Administrative Code, specifically those code provisions authored by the Texas Commission on Law Enforcement; the Local Civil Service Commission Rules, and any applicable labor agreement.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Inside office setting; some outside working conditions in variable weather situations; travel throughout assigned designated patrol area; exposure to emotionally stressful, hostile, dangerous, emergency situations and/or conditions.

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

Lifting, carrying, pushing and/or dragging objects weighing up to 200 lbs (200+ in some situations), 10 feet or less; running, jumping and climbing various inclines, elevated surfaces, terrains, and/or obstacles in pursuit of violators of the law; subject to hazardous and potential physical damages inherent in law enforcement work.