



CITY OF JERSEY VILLAGE, TEXAS

16501 Jersey Drive, Jersey Village, TX 77040
713-466-2100 (office) 713-466-2177 (fax)

JOB POSTING Police Sergeant

EMPLOYMENT APPLICATION REQUIRED

CLASS TITLE:	Patrol Sergeant	GROUP:	D – Police Services
DEPARTMENT:	Police Services	GRADE:	D-3
DIVISION:	Police Services	FLSA STATUS:	Non-Exempt/Full-time

JOB SUMMARY: Under the director of the Chief of Police, services as supervisory officer over patrol on a designated shift. Responsible to perform administrative duties and other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- When assigned to patrol, serves as supervisor to include: directs patrol activities of designated shift, recommends assignments of personnel to particular tasks and makes special assignments.
- Responsible to respond to calls for assistance, protection of life and property, observation and apprehension of criminal offenders.
- Maintain statistical records for vehicle, payroll, evidence and other areas.
- Responsible to provide assistance and be present whenever the following occur: (1) incident involving serious bodily injury to a member of the Jersey Village Police Department; (2) incident involving serious damage or loss of Police Department property; (3) incident involving injury to a prisoner or use of force in an arrest; (4) incident resulting in loss of life other than natural death; and (5) any incident in which there is a potential escalation to a major degree of concern of control of the situation.
- Responsible to supervise, evaluate and discipline the personnel assigned to the sergeant in compliance with rules and regulations.
- Serves on department boards when appointed.
- Maintain shift roll calls.
- Performs detailed investigations of criminal offenses or Internal Affairs.
- Performs various administrative duties as assigned by the Chief of Police.

PHYSICAL REQUIREMENTS:

SITTING: To drive a patrol car; work at desk; possible relieve dispatcher; attend meetings; perform other miscellaneous office tasks; appear in court.

WALKING/RUNNING: Frequently on concrete or in tall grass, mud and water; occasionally on all types of surfaces and terrain, including rough terrain, rock or uneven ground, or areas presenting obstacles such as alleys with garbage or debris.

LIGHTIN/CARRYING: Frequently, light objects including firearms and recovered property. Occasionally, 50-100 pounds or over 100 pounds to move victims at the scene of an accident or to assist elderly or disabled persons who have fallen in their homes or elsewhere; 50-100 pounds for recovered property, such as televisions.

HANDLING:

To restrain suspects; use firearms, files, radio or equipment; recover property.

FINE DEXTERITY:

To write reports; handle firearms; use radar equipment, siren controls, spotlights; dust for fingerprints.

VISION:

To observe suspects; drive patrol and unmarked vehicles. Visual discrimination required distinguishing and identifying suspect's clothing, features, license plates; needing good night vision and coloring perception.

HEARING/TALKING:

To communicate with other officers, suspects, victims, District Attorney, Court Officers, and the general public.

FOOT CONTROLS:

To drive patrol and unmarked vehicles.

STANDING:

To talk to suspects; question witnesses at a crime scene; give citations; provide testimony; possible serve as court bailiff.

PUSHING/PULLING:

To move vehicles off the road; pull vehicles from accident scene; push open doors or windows; move obstacles; open gate to maintenance facility to fuel vehicle.

REACHING:

Varying distances to open or crawl through windows; at times to reach into vehicles to assist accident victims, to obtain equipment; check inventory in vehicle, reach shotgun in vehicle.

KNEELING/CROUCHING/CRAWLING/TWISTING/BENDING:

The nature of police work is such that all types of body positions are assumed to varying degrees; depending on the shift worked and the nature of the calls, the officer may be

required to assume positions of kneeling, crouching, crawling, bending or twisting in order to:

- Chase and apprehend a suspect in a narrow, small, or cramped space
- Handcuff or restrain a suspect who is attempting to flee, particularly a suspect who has to be brought to the ground and searched
- Maneuver around, through, or under various kinds of obstacles
- Assist an elderly or disabled person from the floor onto a bed or chair
- Assist at the scene of an accident
- Extract an accident victim from a vehicle
- Move vehicles or assist stranded motorists

CLIMBING/BALANCING:

To go up on roofs; climb stairs in apartment complexes or other buildings; climb ladders to apprehend a suspect or assist in rescue; jump or climb over fences or other obstacles in a chase.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

Must be licensed by Texas Commission on Law Enforcement Officer Standards and Education (T.C.L.E.O.S.E.) and maintain current T.C.L.E.O.S.E. license. Must possess a valid Texas Drivers License.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

At least two (2) years of experience as a Jersey Village Police Officer or five (5) years with an accredited police agency, to include two years in a supervisory or investigative position; thorough knowledge of geography of city; administrative ability; demonstrated leadership ability; exceptional ability to deal with people effectively and courteously; analytical ability; ability to prepare and write comprehensive reports; skill in use of firearms; good appearance; courage; coolness in emergencies; good judgment; impartial; firm; initiative; resourcefulness; and foster an image of professionalism.

SALARY INFORMATION: \$67K – 91K DOQ

INSTRUCTIONS FOR APPLYING FOR EMPLOYMENT:

This position is open until filled. Interested applicants must submit a “signed” employment application, (resumes are only accepted with a signed & completed employment application), to Human Resources. Scanned employment applications can be e-mailed to hr@ci.jersey-village.tx.us . Physical address: City of Jersey Village, Human Resources, 16327 Lakeview Dr., Jersey Village, Texas 77040.

Application available at

http://www.jerseyvillage.info/upload/page/0021/docs/Application_for_Employment.pdf

EQUAL OPPORTUNITY EMPLOYER