



Police Sergeant (Patrol)

CITY OF PRAIRIE VIEW--Job Posting
March 2017

Position: Police Patrol Sergeant (1 position open)

Salary: \$51,125 per year

Department: Public Safety

Deadline: Open Until Filled

You must complete the City of Prairie View Application, (2) release forms, and the complete TCOLE Application. These can be located on the City website: www.prairieviewtexas.gov

DEFINITION:

This is a mid-level, professional staff, full-time position with the City's Police Department. An individual in this position will manage and oversee the daily activities of their assigned shift.

EXAMPLES OF WORK:

Ensure the duties and responsibilities of all officers are carried out efficiently and effectively; establish goals and objectives for employees; mentor and motivate employees; manage work assignments; approve work schedules; counsel employees; recommend discipline; review and approve all written documentation prepared by officers; and perform inspections of officers and assigned equipment.

Provide administrative support by recommending policy and procedure modifications; refer non-routine matters to the appropriate person; coordinate in-service training for assigned personnel; design and instruct in-service training; compile and prepare statistical reports; manage the in-car videotape program; and complete specialized duties as assigned. Conduct patrol or operational responsibilities by enforcing Federal, State and local laws; respond to emergency calls; assist in managing major crime scenes; write reports; issue citations; testify in court; maintain assigned equipment; and communicate with the public as needed. Evaluate offense reports regarding solvability factors and assign cases for follow up investigation as warranted. Ensure all warrants are entered or removed from the computer system; review all affidavits for accuracy; and ensure all arrest, search and seizure documents meet state specifications. Handle citizen complaints in conformance with department policy. Perform other related duties as assigned. Subject to 24 hour recall.

EXPERIENCE AND EDUCATION REQUIREMENTS:

High School Diploma or General Education Development Certificate

5 years as a Law Enforcement Officer for like size city or larger/prior supervisor experience preferred

TCOLE certification is required

E.E.O.

The City of Prairie View is an equal opportunity employer, seeking to strengthen its staff with a broad range of candidates.