

HORIZON CITY

Incorporated 1988

****JOB POSTING****

Job Title: Police Sergeant
Job No.: 24-11-505-07
Department: Public Safety-Police
Classification: Non-Exempt
Job Type: Full-time
Starting Pay: \$70,500.00 annually/\$33.89 hourly
Posting Dates: 11/25/2024 to 12/04/2024

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

GENERAL SUMMARY

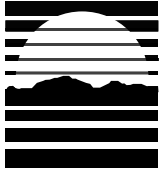
The Sergeant reports directly to the Police Lieutenant or Chief of Police according to the current organizational chart. Under general supervision, performs supervisory duties, administrative functions, and daily operational duties; enforces state, county, and city ordinances; maintains order, prevents crime, and makes arrests when required; handles citizens' complaints, and disciplinary matters brought to his attention; performs other duties and assignments as required by the Police Lieutenant or Chief of Police.

SUPERVISION

General direction is provided by the Police Lieutenant, Assistant Chief or Chief of Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises the field operations of the Police Department; initiates appropriate administrative action to deal with citizen's complaints; supervises the arrest, charges, searches, and booking of prisoners.
2. Supervises and initiates investigations of crimes; initiates internal investigations on allegations of officer misconduct; conducts administrative investigations as required or as assigned by the Chief of Police and maintains confidentiality of investigations.
3. Coordinates, and schedules mandatory and in-service training of personnel; interprets and enforces departmental policies, procedures and rules and regulations; advises officers in issues of law enforcement applications.
4. Performs periodic and scheduled evaluations of Police employees; inspects Police employees and equipment and takes appropriate corrective action; evaluates and documents the work performance of officers and approves report writing of incident crime reports, statements, and official police documents from officers.
5. Periodically patrols assigned police areas to inspect personnel and operations; prepares and documents police incidents or events brought to his/her attention; supervises the release of official documentation and information.
6. Performs administrative and supervisory duties as assigned by the Police Lieutenant and Chief of Police. These duties, among others, include training newly hired police personnel; evaluating, monthly, the Field Training Officer Program (FTO) for new officers; supervising the collection of evidence, marking, storage, and transportation to DPS, or the courts for prosecution; coordinating and supervising warrant sweeps, driver's license checks, and special operations such as Tobacco



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Enforcement, sting and control buy operations, and supervision and coordination of the School Resource Officer Program.

7. Experience and ability to supervise and perform investigation of crimes and complaints; knowledge and ability to enforce state laws and city ordinances; must possess excellent interpersonal and communication skills.
8. Ability to exercise good judgment in evaluating situations and making decisions; ability to keep records and initiate reports, statistics, and oversee UCR reporting; ability to supervise case management, and inspect the work assignments of subordinates.
9. Skilled in the safe operation of a motor vehicle, to include high pursuits, night driving, and able to safely maneuver over road hazards, guide wires, desert driving and heavy freeway congestion; skill and ability in the proper use and care of firearms; ability to operate desktop/vehicle computers, telephone, fax machine, mobile and hand-held radios, radars, and video recording equipment.
10. Performs any other duties as assigned and as may be necessary to complete regular work.

MINIMUM JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

- 12 College Credit hours minimum. An Associate's or Bachelor's degree in Police Science or a related field is preferred.
- Have a minimum of 3 years' experience as a police officer within the Horizon City Police Department if applying within the Horizon City Dept. First line supervisor experience preferred.
- Have at least 5 years' experience in the rank of police supervisor, team leader or above if applying from an outside agency.

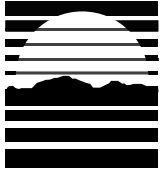
LICENSES AND CERTIFICATES

- Must possess a Peace Officer License from the Texas Commission on Law Enforcement (TCOLE).
- Must possess an Intermediate certificate from TCOLE.
- Texas Class "C" License or equivalent from another state by time of appointment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
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"An Equal Employment Opportunity Employer"



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- Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college.
- Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above.
- Experience and ability to supervise police personnel and operations on a daily basis; ability to interpret policies, procedures and rules and regulations concerning law enforcement.
- Knowledge and ability to guide, train, and motivate subordinates; knowledge and ability to use progressive discipline when necessary.
- Ability to follow oral and written instructions; ability to observe situations analytically and objectively, and to record them clearly and completely; ability to react quickly and calmly in emergencies and project a positive, police image for officers to follow; ability to express oneself clearly and concisely, orally and in writing.

Other Job Characteristics

- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Subject to being called at any time for emergency duties.
- Requires shift work.
- Occasional vigorous physical demands common to duties of a Police Officer.

The full and completed minimum requirements and employment application can be found on this website at <https://www.horizoncity.org/human-resources/>

To apply please complete the Horizon City Application for Employment found in the following website link: <https://www.horizoncity.org/human-resources/> and email the completed Horizon City Application for Employment to: jobs@horizoncity.org. or in person at the following office location:

**Town of Horizon City
14999 Darrington Rd / Horizon City, Texas 79928
Contact: Priscilla Anguiano, Human Resources Administrative Assistant**