



STAFFORD POLICE DEPARTMENT

2702 South Main Street
Stafford, Texas 77477-5599
PHONE: (281) 261-3950
FAX: (281) 499-9744

Position: Sergeant
Class Structure: Sworn Police
Class: Sergeant
Level: 3
Department: Stafford Police Department
Salary: \$65,100; Health Insurance / Retirement and Non-Exempt Benefits
Submit resume and application to: Lieutenant Davis Pham
Posting Date: October 27, 2016
Posting Deadline: November 10, 2016

Key Job Responsibilities:

- Supervise all personnel at crime scene or incident until relieved by Lieutenant or specialized personnel as directed by his/her Section Lieutenant.
- Conduct shift briefings at beginning of shift and assign officers to special patrol duties as needed.
- Conduct in-service training as directed by Lieutenant.
- Observe and evaluate police officer job performance.
- Insure all personnel comply with laws and regulations as well as departmental policies.
- Maintain officer time records as directed by Lieutenant and approve officer time off in Lieutenant's absence.
- Maintain shift schedule to insure sufficient coverage.
- Inspect officer's vehicles and equipment.
- Check officer's paperwork for completeness and accuracy.
- Coordinate police activities with other agencies as well as activities with other departmental divisions.
- Comply and maintain statistical records as directed by the Lieutenant.
- Keep Lieutenant informed of all aspects of shift activity.
- Call additional or specialized personnel to scene as needed.
- Stay informed of all shift activity, attend supervisory meeting as scheduled and delegate authority and responsibility as directed by departmental policies and procedures.
- Conduct follow-up investigations related to criminal activity.

Knowledge / Skills:

- Must possess all the abilities outlined in the job description for police officer. In addition, must possess above average oral and written communication skills.
- Good working knowledge of computer programs and Microsoft applications.

Minimum Qualifications:

- High School Diploma or G.E.D.
- Minimum of three years of police experience as a police officer; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Valid Texas Driver's License
- Intermediate TCOLE License
- Above average oral and written communications skills and strong mathematical skills.
- Completion of T.C.O.L.E. First Line Supervisor's Course within twelve months after promotion to Sergeant.

The City of Stafford provides an equal employment opportunity for all qualified persons without regard to race, color, religion, age, sex, disability or national origin. The complete job description can be found at www.staffordtx.gov.

