



## **Patrol Sergeant**

**Chain of Command: Reports to Patrol Lieutenant**

**Classification: Non-Exempt / Full-Time**

**Supervises: Assigned Patrol Officers**

### **Position Purpose**

The Patrol Sergeant is the first-line supervisor responsible for directing and monitoring the daily activities of assigned patrol personnel. The Sergeant ensures officers follow departmental policy, demonstrate sound decision-making, maintain officer safety, and deliver professional service to the community. This position is accountable for shift readiness, operational efficiency, report integrity, and enforcement of departmental standards.

### **Essential Duties and Responsibilities**

#### **Shift Supervision**

- Provide direct supervision to patrol officers and ensure all assignments, calls, and activities are completed safely and effectively.
- Conduct roll call, briefings, shift assignments, and ensure personnel are properly equipped and prepared.
- Monitor radio traffic, field activities, officer safety, and response times.
- Respond to major calls, scenes requiring supervision, and incidents involving elevated risk.

#### **Operational Oversight**

- Review, approve, and correct reports, PC statements, citations, and case files for accuracy and completeness.
- Ensure evidence is handled, packaged, and submitted in compliance with policy.
- Conduct investigations into citizen complaints, minor personnel issues, and performance concerns as directed.

- Direct officers during critical incidents until relieved by command staff.

### **Training and Development**

- Provide on-shift coaching, scenario-based guidance, and mentoring to officers.
- Identify training needs and performance gaps; recommend corrective actions.
- Ensure officers comply with TCOLE, department training, and policy updates.

### **Community Engagement**

- Promote community policing principles and encourage officers to build partnerships with residents and businesses.
- Address recurring neighborhood concerns through consistent follow-up and problem solving.

### **Administrative Duties**

- Maintain staffing schedules, overtime logs, leave requests, and patrol activity documentation.
- Complete supervisor-level reports, administrative reviews, and use-of-force documentation when assigned.
- Conduct vehicle inspections, equipment checks, and ensure operational readiness.
- Patrol Duties (as needed)
- Perform patrol functions when staffing requires or during high call volume.
- Enforce laws, respond to emergencies, and provide backup to officers.

### **Minimum Qualifications**

- TCOLE Peace Officer License in good standing.
- Minimum 3–5 years of law enforcement experience required.
- Demonstrated leadership ability; prior supervisory experience preferred.
- Valid Texas Driver's License.

### **Knowledge, Skills, and Abilities**

- Strong leadership, communication, and problem-solving skills.
- Ability to direct personnel during routine activities and high-risk incidents.
- Skilled in report review, case management, and ensuring compliance with policy.
- Ability to de-escalate situations and provide sound tactical guidance.
- Knowledge of criminal law, patrol procedures, and supervisory accountability.

### **Licenses / Certifications**

- TCOLE Intermediate Certification required; Advanced or Master preferred.
- Additional leadership or supervisory training preferred.

**Physical Requirements / Working Conditions**

- Frequent exposure to stressful situations, hazardous environments, and physical confrontations.
- Work in rotating shifts, including nights, weekends, holidays, and emergency call-outs.
- Must maintain physical and mental readiness appropriate to supervisory patrol duties.

**Additional Requirements**

- Must maintain confidentiality, professionalism, and command presence.
- Required to serve during emergencies or disasters.

**Disclaimer**

This job description outlines the primary duties of a Patrol Sergeant and may be adjusted as needed to meet the operational needs of the Brookshire Police Department.