



City of Rollingwood, Texas

Police Sergeant – Job Description

The Rollingwood Police Department is currently seeking qualified candidates for the position of Police Sergeant. The Sergeant reports directly to the Assistant Chief of Police and is third in command of the Rollingwood Police Department. The Sergeant supervises subordinate officers and oversees the planning, training and operational activities of the department. The Sergeant is responsible for various human resource functions such as discipline and officer evaluation. The Sergeant will also assist with patrol and first responder duties as well. Rollingwood is currently offering a sign on bonus of \$2,000 for new hires to the Police Department.

Job Duties:

- Supervise subordinate officers.
- Review and approve reports, case files, warrants, video footage, supplements and other work products generated by Rollingwood officers.
- Generate and submit required reports to include statistical and analytical.
- Order authorized uniforms and equipment from vendors.
- Investigate citizen complaints and commendations, conduct internal investigations and make recommendations as to the appropriate course of action.
- Conduct inspections on personnel, uniforms, equipment and vehicles. Ensure all department assets are being properly maintained and are in operational condition.
- Objectively evaluate officers' performance
- Assist the Chief of Police in the development of departmental policies and procedures.
- Interview, suspects, witnesses or victims of crime.
- Testify in court.
- Enforce the law and make arrests when appropriate
- Assist in the training of officers.
- Respond to calls for service and engage in proactive patrol. Protect the community.
- Assume command at major incidents and promptly notify the chain of command.

Requirements:

1. Must have a minimum of 5 years police experience, with prior supervisor experience as a corporal or above.
2. Must possess a current Texas Peace Officer License (TCOLE) with an intermediate certificate, an advanced certificate or above is preferred.
3. Must be a United States Citizen.

4. Must possess a valid Texas driver's license.
5. Must NOT have been discharged from any military service under less than honorable conditions, specifically: Under other than honorable conditions; bad conduct; dishonorable; or any other characterization service indicating bad behavior.
6. Must not have violated any TCOLE rule or provision of Occupation Code, Chapter 1701.
7. Must be of good moral character.
8. Must be capable of performing all essential job functions.
9. Must successfully complete the following: Thorough background investigation, interview, drug screen, psychological exam, provide supporting documents.

How to apply:

Qualified applicants can download the City application from our website at <https://www.rollingwoodtx.gov/police/page/patrol-officer> or can pick up the documents at The Rollingwood Police Department at 403 Nixon Dr., Rollingwood, Texas 78746. Applicants should mail their packet or drop it off at 403 Nixon Dr. Austin, TX 78746 special attention: Assistant Chief Kristal Pompa. Please include all certificates.

Compensation/Benefits:

Hourly wage is \$32.36 to \$34.24 based on level of Peace Officer Certification. Excellent benefits including 20 year TMRS retirement, 100% employee paid health insurance, Employee Assistance Program, 457 savings plan, life insurance, short- and long-term disability coverage, paid holidays, double time-and-a-half pay for holidays worked, vacation and sick time. Uniforms are furnished. There is a \$2,000.00 sign on bonus.