



JOB DESCRIPTION

JOB TITLE:	DPS Sergeant	FLSA:	Non-Exempt
DEPARTMENT:	Department of Public Safety	Pay Grade:	10A
REPORTS TO:	DPS Lieutenant	Date:	10/01/2025

SUMMARY OF JOB

Under the direct supervision of the Chief of DPS Operations and general administration of the Director of Public Safety, this employee provides first-line supervision and administration of their DPS department assigned unit, performs crime prevention and law enforcement responsibilities on an assigned shift in patrol, preliminary investigation, follow-up, or specialized investigations, and traffic-related duties.

PRIMARY DUTIES AND RESPONSIBILITIES [BE SPECIFIC AND THOROUGH]

- Evaluates job performances of DPS Officers and inspects patrol personnel
- Investigates complaints on DPS officers and recommends proper punishment, if needed
- Interprets, defends, and applies department policies and procedures in unusual or challenging circumstances
- Instructs, trains, and directs subordinates in DPS work, law enforcement problems, department policies, procedures, and directives
- Visits crime scenes, investigates accidents and crimes, serves warrants, makes arrests, searches and photographs crime scenes to obtain evidence, questions witnesses and suspects and takes statements and depositions, participates in traffic patrol, assists and supervises DPS Officers at crime scenes, incidents scenes, or accident scenes, and testifies in court
- Responds to complaints and inquiries from the public and professionally resolves problems
- Provides community outreach by engaging in public speaking to inform citizens regarding crime and public safety, participating in neighborhood watch programs, assisting with community service programs, participating in child safety programs, and providing DPS escort.
- Reviews and ensures the correct preparation and maintenance of various records and reports. Prepares and maintains department records and reports.
- Performs routine law enforcement duties as needed, such as working traffic, providing backup, answering calls, and patrolling the City
- In the absence of the Director of DPS, Chief of DPS Operations, Lieutenant and the Sergeant/Investigator, acts as a superior officer
- Performs other duties aligned with the skills, authority, and pay grade and have been determined to improve city operations
- Performs and supervises DPS activities, including driving fire apparatus, operating pumps and related equipment, laying hose, performing fire combat, and

containment and extinguishment tasks

- Administers first aid and emergency medical care to injured and ill persons consistent with the level authorized by EMT-P certification, established medical protocols and standard operating procedures
- Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects; and instructs classes in assigned subject areas
- Receives and relays fire calls and alarms; operates radio and other communication equipment
- Participates in the inspection of buildings and other structures in fire prevention programs
- Performs general maintenance work in the upkeep of fire facilities and equipment
- Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency medical services activities
- Presents programs to the community of safety, medical and fire prevention topics
- Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris
- Responsible for management of shift as determined by the Fire Chief
- Responds to emergencies and assumes initial command, coordinates and supervises the emergency operations of all companies involved in fire suppressions, rescue, and other emergencies
- Coordinates the activities of a shift to maintain and support the operation of department equipment, apparatus, and facilities to ensure operational readiness and longevity
- Plans and coordinates the effective use of shift personnel to help meet departmental objectives and goals
- Performs other duties aligned with the skills, authority, and pay grade, and have been determined to improve city operations

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- The laws of the State of Texas, rules of arrest, search and seizure, and basic patrol operations
- Pertinent Federal, state and local laws, codes and regulations
- Proper investigative and interview techniques, including processing of crime scenes, rules of evidence, court systems and proper courtroom procedures, search and seizure laws, and federal and state asset forfeiture
- Practical application of DPS administration, operations, organization, planning, personnel management and resource management
- Modern fire prevention, suppression, hazardous materials, and emergency medical principles, procedures, techniques, and equipment
- Texas Department of State Health and National Registry EMT and EMT-P

- certification and recertification requirements
- Applicable laws, ordinances, departmental standard operating procedures, and regulations
- Building, electrical, mechanical, and fire codes
- Principles of employee coaching, supervision, and training
- Operation, maintenance, and uses of modern fire fighting apparatus and equipment
- National Incident Management System (NIMS)
- Specialized communications equipment
- Various building construction techniques and the consequences of each type on fire suppression and prevention activities
- Approved procedures and policies for hazardous or toxic materials storage, transport, and clean-up.
- Basic principles and practices of budget preparation and administration
- Safe work practices and procedures
- The geography of the City and surrounding areas
- English usage, spelling, grammar, and punctuation

Skilled in:

- Customer service to a wide variety of individuals
- Gathering and analyzing information and making recommendations based on findings and in support of organizational goals
- Operating a computer and related software applications;
- First aid procedures
- Restraint and arrest procedures
- Handling, storing, cleaning, and discharging firearms
- Surveillance, investigation, interrogation, and tactical techniques and procedures
- Advanced supervisory and managerial skills
- Providing a full range of public safety services in a DPS environment
- Operation of the tools and equipment necessary to perform all responsibilities described
- Coaching and encouraging the professional development of assigned staff
- Assembling and preparing data for report presentations
- Negotiating and resolving complex or sensitive complaints or concerns from departmental personnel or external sources

Ability to:

- Communicate effectively and efficiently both orally and in writing (i.e., preparing professional business correspondence, DPS manuals, and presentations)
- Use a variety of DPS equipment, including specialized communications and computer equipment
- Work under stress and use good judgment in a variety of situation
- Respond to requests and inquiries from the general public
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City and other government officials, community groups, the general public, and the media

- Select, train, supervise, and evaluate staff
- Delegate authority and responsibility
- Safely operate department vehicles
- Communicate clearly and concisely, both orally and in writing
- Interpret and explain City and department policies, procedures, and ordinances
- Plan, organize and manage time effectively
- Evaluate training needs for individuals
- Resolve a variety of situations characterized by conflict or danger
- Implement and administer goals, objectives, and procedures for providing effective and efficient law enforcement services
- Work irregular hours, including weekends, holidays, and extended hours in emergency, disaster, or other situations influenced by workload or staffing deadlines

SUPERVISORY/BUDGET RESPONSIBILITIES

- Assign work activities, monitor work activities, provide direction and guidance, relay necessary information, and investigate possible breaches of policy, procedure, rules, and regulation to patrol officers under DPS Sergeant supervision
- Supervises and evaluates the performance of subordinates, provides counseling and direction to DPS Officers, participates in selections, disciplinary actions, and other personnel actions in coordination with the Director of Public Safety and Human Resources

WORKING CONDITIONS

- Duties are performed both indoors and outdoors with possible exposure to temperature and weather extremes
- The physical demands and work environment is representative of those that any DPS officer must meet
- Position requires frequent standing, walking, running, jumping, climbing, pushing, pulling, reaching, kneeling, and bending
- May be required to lift or move items up to fifty (50) pounds or drag objects up to 200 pounds
- The employee is occasionally exposed to the risk of personal safety in dangerous or life-threatening situations or significant mental stress
- The noise level of the work environment ranges from generally quiet to moderately loud
- Work is often performed in emergency and stressful situations.

MINIMUM QUALIFICATIONS

- High School Diploma or Equivalent
- Two (2) years of experience at or above the level of a DPS officer
- Two (2) years of experience as a firefighter, EMT or Higher
- Valid Texas Class "C" and "Class B Exempt" Drivers License
- Intermediate TCOLE DPS Officer License
- Emergency Vehicle Operation Class certification within two (2) weeks of hire date
- Certified by the Texas Commission on Fire Protection as a Basic Firefighter

- Certified by the Texas Department of State Health Services as an EMT-B

OTHER CERTIFICATIONS REQUIRED BEFORE OR AFTER HIRE DATE

- Possession of NIMS ICS 100,200,700,800
- Possession of NIMS ICS 300,400 (Within 1 Year)
- Completion of Courage to be Safe (Within 90 Days)
- Completion of Traffic Incident Management (Within 90 Days)

PREFERENCES

- Two (2) years of supervisor experience with a municipal DPS agency
- Advanced TCOLE Certification
- A minimum of thirty (30) hours towards a Bachelor's Degree in Fire Science, Public Administration, or an approved field, or graduation from a college or university with an Associate's Degree in Fire Science, Public Administration, or a related field
- Minimum of five (5) years of experience as a firefighter
- Minimum of five (5) years of experience as an EMT-P
- Certified by the Texas Commission on Fire Protection as a Driver/Operator
- Certified by the Texas Commission on Fire Protection as a Fire Instructor
- Certified by the Texas Commission on Fire Protection as an Intermediate Firefighter
- Certified by the Texas Department of State Health Services as an EMT-Paramedic
- Bilingual in Spanish and English

SIGNATURE AND APPROVAL

Job Title: DPS Sergeant
Dated: 10-01-2025

Approved:



Brooks Williams, City Manager

I have reviewed this job description and any attachments and find it a fair description of this position's demands and duties.

Agreed:

Employee Signature