



Llano County Sheriff's Office
Sheriff Bill Blackburn
2001 N St Hwy 16, Ste A
Llano, Texas 78643
Office: 325.247.5767 Fax: 325.247.3273

Job Description

Job Title: Patrol Sergeant

Non-Exempt

Salary Level: \$59,757.51

Prepared By: Lt. Brad Evans

Approved by:

Job Code: 560-105

Supervisor: Lt. Brad Evans

Date: 05/15/2024

Summary of Responsibilities and Goals: The Purpose of this position is to supervise Patrol Corporal's and relay pertinent information to the Patrol Lieutenant with regards to day to day Patrol issues.

Essential Duties and Responsibilities:

- Supervise Patrol Deputies
- Annual evaluations of Patrol Deputies
- Help coordinate Patrol shift coverage with Patrol Lieutenant
- Submit Deputy Monthly Activity Reports to the Patrol Lieutenant
- Review Timesheets at the end of each pay period.
- Relay pertinent information related to Patrol (Patrol Issues, equipment needs and or failures)

- Keep Patrol Lieutenant informed on any major incidents that occur within the County.
- Assist with calls for service as needed
- Enforce traffic and penal code laws
- Supervise major crime scenes
- Internal investigations (policy violations)
- Coordinate with other agencies and divisions within the Sheriff's Department
- Discipline or commend corporals and deputies
- Approve arrests and reports
- Other duties assigned by Patrol Lieutenant

Other Responsibilities:

- Ensure Deputies maintain a professional appearance (uniforms and vehicles)
- Public Relations

Knowledge, Skills, and Abilities:

- Good communication both written and oral
- Knowledge of the Sheriff's Office Policy and Procedure Manual
- Ability to work flexible work hours

Education and Experience:

- Must Have a minimum of 4 years as a commissioned peace officer
- Attend TCOLE approved supervisor training

Certificate and Licenses:

- TCOLE certification
- TCOLE Supervisor Course #3737
- All other TCOLE Training
- Advanced Certification
- Annual firearms qualification
- Maintain the required in-service hours

Physical Demands:

- Ability to effect the lawful arrest of individuals
- Ability to act during stressful/confrontational situations

Primary Tools/Equipment Used:

- Firearms
- Taser
- Patrol Units
- Handcuffs
- Computer
- In-car and Body Worn Camera Systems
- Two-way radio