**Security Sergeant Standard Job Description**



**Classification Title:** Security Sergeant

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 9

**Minimum Pay:** $23.80

**Job Description Summary:**

The Security Sergeant, under general supervision, presents a positive image of a concerned and capable security professional through bearing, demeanor and presence as duties are performed throughout campus in a highly visible manner. Supervises and coordinates activities of a shift of Security Officers.

**Essential Duties and Tasks:**

**30%: Supervising**

* Supervises and coordinates activities of Security Officers.
* Observes Security Officers in the performances of their duties.
* Reviews other activities, enforces efficient performance as required.
* Inspects uniforms and equipment.
* Prepares and completes comprehensive monthly reports and statistics.
* Supervises Security Officers on overtime assignments.
* Takes care of complaints against Security Officers.

**20%:  Patrols Designated Areas**

* Patrols residence halls and fills other assignments when understaffed.
* Performs directed patrols on a daily basis.

**10%:  Accountability and Management**

* Ensures that Managers and/or other appropriate levels of administrative staff are informed and kept up to date regarding emergencies or special circumstances.
* Handles security issues and criminal reporting issues without the assistance of Managers or other assistance sections of the department.
* Coordinates the institution’s Clery Act Compliance program.
* Develops the institution’s Clery Compliance policies and procedures.
* Gathers crime and disciplinary referral data from various internal and external sources, such as the Office of Student Conduct, local law enforcement agencies, and the state police.

**10%: Training**

* Orientates and trains new security officers in security procedures.
* Schedules training of subordinates.

**10%: Special Event Support**

* Provides support duty to University Police during instances of special events, e.g. football games, yell practice.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school graduation or any equivalent combination of education and experience.
* Attainment of the Advanced Security Officer rank with a minimum of 18 months total service in the Security Officer Program or other comparable full-time employment.

**Required Licenses and Certifications:**

* Valid state-issued vehicle operator’s license or ability to obtain within 30 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Strong customer service skills.
* Ability to work with reduced levels of managerial oversight.
* Ability to communicate effectively with all segments of the campus population.
* Strong interpersonal skills.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Security Surveillance Equipment: 20 hours
* Computer: 10 hours
* Radio: 3 hours
* Vehicle: 2 hours

**Physical Requirements:**

* Must be in excellent physical health and stamina.
* Good physical and mental condition.
* Ability to work outdoors exposed to various weather conditions, potential allergens, elevated noise levels, and heat.
* Ability to move light, moderate, or heavy objects.

**Other Requirements and Factors:**

* Applicant must successfully complete a background investigation to include but not limited to driving history, criminal background, and credit history.
* May be required to work weekends, holidays, and hours other than Monday through Friday, 8:00am to 5:00pm.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**​​☐​ Yes**

**​​☒​ No**

**Does this classification have the ability to work from an alternative work location?**

**​​☐​ Yes**

**​​☒​ No**