**Police Sergeant P13 Standard Job Description**

**Classification Title:** Police Sergeant P13

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 13

**Minimum Pay:** $42.51

**Job Description Summary:**

The Police Sergeant, under direction, is responsible for the supervision, training, and evaluation of assigned police personnel in the performance of their field duties in enforcing, preventing, and investigating violations of the law and University rules and regulations.

**Essential Duties and Tasks:**

**35%: Supervisory**

* Supervises and coordinates the investigation of criminal cases; establishes and coordinates Incident Command System / Emergency management operations, offers guidance and experience to investigators and ensure that procedures are conducted in accordance with the law and regulations.
* Directs collection preparation and handling of evidence and personal property of prisoners.
* Monitors and evaluates the job performance of subordinates. Investigates and resolves personnel problems within the organization and charges of misconduct against staff.

**15%: Management**

* Explains police operations to subordinates to assist them in performing their job duties.
* Investigate and resolve personnel problems, within the organization and charges of misconduct against staff.

**10%: Professional Development**

* Informs Personnel of Changes in policies, implications of new or amended laws and new techniques of police work.

**10%: Training**

* Trains staff in proper police work procedures.
* Develops, prepares, and instructs educational or training classes to students, staff, faculty, general public, non-profit organizations, and law enforcement agencies.

**10% Administrative**

* Maintains log, prepares reports, and directs the preparation, handling and maintenance of department records.
* Develops, implements, and revises departmental policies and procedures. Participates in department review boards and committees.
* Participates in department review boards and committees.
* Attends meetings and acts as the department s point of contact for other agencies.

**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 diploma or GED. 45 college credit hours from an accredited college or university or an equivalent combination of education and experience. (Each year of continuous experience as a commissioned law enforcement officer in the state of Texas and/or each year of active duty in a branch of the U.S. Armed Forces may be substituted for ten (10) college credit hours. A maximum of 30 college credit hours may be substituted. A minimum of 15 college credit hours from an accredited college or university is required.)
* The specified number of years of law enforcement experience required for intermediate certification as defined by the Texas Commission on Law Enforcement (TCOLE) certification system, including two years' experience as a Police Officer in campus law enforcement at an institution of higher education.

**Required Licenses and Certifications:**

* Must possess the Texas Commission on Law Enforcement (TCOLE) Intermediate certification.
* Successful completion of field training program.
* Applicant must pass an entrance exam to be considered for employment.
* Valid state-issued vehicle operator’s license or ability to obtain within 30 days of employment.

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

* Must be in excellent physical health and stamina.
* Strong interpersonal and cooperation skills.
* Ability to multitask and work cooperatively with others.
* Ability to function under adverse and stressful conditions.
* Ability to communicate effectively with all segments of the campus population.

**Machines and Equipment:**

* Personal Computer 15 hrs.
* Telephone 5 hrs.
* Police Vehicle 5 hrs.

**Physical Requirements:**

* Ability to work outdoors exposed to various weather conditions, potential allergens, elevated noise levels, and heat.
* Ability to move light, moderate, or heavy objects.
* Ability to successfully pass a physical examination.
* Required to be in excellent physical health and stamina.

**Other Requirements and Factors:**

* Must pass an entrance exam to be considered for employment.
* Must successfully pass psychological evaluation, physical examination, and complete background investigation to include but not limited to driving history, criminal background, and credit history.
* May require out-of-town travel.

**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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**