

Sergeant

Job Code 00007127

General Description

Responsible for protecting life and property, preventing crime, apprehending offenders of the law while providing a safe environment and serving the public.

Examples of Duties

Provide primary supervision for Police Officers as assigned.
Provides assistance counseling and training.
Maintain and update department network.
Supervise Guards, dispatchers, and student workers as required.
Schedule personnel, maintain time sheets, and coordinate duties and assignments.
Monitor and evaluate performance.
Conduct briefing sessions.
Monitor the proper maintenance of assigned equipment, vehicles, and facilities.
Conduct daily inspections, check stock supplies, order supplies, and ensure the safe operation of equipment.
Perform the duties of a Police Officer.
Answer calls, make arrests, execute warrants, handle complaints, conduct investigations, and document evidence.
Review paperwork to ensure completeness and accuracy.
Write reports, memorandums, and roll calls.
Prioritize shift activity based on available information.
Assist with strategic planning for department.
Compile and prepare reports and statistics.
Assist in recruiting and the hiring process of new police personnel.
Schedule required continuing education and extracurricular training for licensed police officers.
Assist in training new recruit officers of the department.
Develop and instruct curriculum in all facets of firearm proficiency.
Train officers in semi-automatic pistol transition and ensure their proficiency in that transition.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Attorney General opinions, First aid and CPR, self-defense tactics; Texas penal law, Uniform Traffic Code, Code of Criminal Procedure, drug laws, Education Code, Family Code; Federal, State, County, City court rulings; Federal and State constitutions; the Bill of Rights; Board of Regents and university rules and regulations; criminal investigation techniques; evidence collection and photography; firearms; psychology.

Skill in: Establishing rapport with the University community; working as a team member on job tasks; interacting courteously with hostile contacts; determining if a law or University rule

has been violated, probable cause to make arrests, cause & fault in motor vehicle accidents, and how much force should be used in making arrests.

Ability to: Interpret and apply legal documents; review and correct case reports; understand policy and procedure manuals and written job instructions; prepare case reports and other documents; perform basic math; communicate with distraught persons; recognize signs of stress and to redirect the situation to allow the stress to lessen or be eliminated; explain laws, policies and procedures; reconstruct events from oral interviews; negotiate.

Educational Experience

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Must be licensed as a State of Texas Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).