



**DATE ISSUED:** 06/18  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Police Sergeant

### **JOB SUMMARY**

Performs responsible supervisory and patrol work involving the security of University property. Reports crimes and maintains contact with other law enforcement, campus and community entities. Maintains knowledge of and enforces criminal law by reducing opportunities for criminal activity and arresting offenders. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Patrol Services Lieutenant and/or Executive Director of Public Safety

*Supervises:* Police Officer, Guard, Supervisor Guard

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Patrols on foot/by automobile for fires, prowlers, disturbances, and infractions of traffic or criminal laws.
- Assigns patrol duties to uniformed personnel and oversees their work during a shift.
- Observes all personnel on shift for efficiency and appearance and directs them in duties.
- Investigates traffic accidents, thefts, burglaries, vandalism, assault and other offenses.
- Secures crime scenes for investigation.
- Enforces local, state, and federal laws, using force and/or weapons when necessary.
- Apprehends and/or arrests suspects in violation of laws.
- Reports all emergencies or irregularities immediately upon discovery.
- Assists students, staff, and visitors with questions of University rules and location of buildings.
- Discusses parking problems and traffic violations with students, staff, and visitors.
- Locks, and unlocks, and checks overall security of buildings.
- Reports hazards in streets or sidewalks, such as holes, obstructions or other hazards.

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- Receives and transmits information using a two way radio. Transports individuals in emergency situations.
- Writes reports of offenses and accidents, and reviews reports made by other members during assigned shift.
- Prepares security related reports.
- Responds to on-call emergency situations in a timely manner.
- Directs traffic and/or provides security for events taking place on campus. Coordinates field training for new patrol personnel.
- Evaluates department personnel under his/her supervision.
- Observes work and safety rules and reports discrepancies.
- Responds to emergency call-out through the department pager system. Performs the duties of a dispatcher, parking clerk or officer as necessary.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

- Performs other duties as requested.

*This could include assisting the Lieutenant of Special Services upon request with the following: lost and found property, evidence, crime prevention programs and materials, special investigations, background investigations and other assignments.*

### **EDUCATION**

High school diploma or equivalent required. Bachelor's Degree preferred. Document successful completion of Texas Commission on Law Enforcement Advanced Police Officer Proficiency Certification, Field Training Officer Certification, Instructor, and First Line Supervisor Certification.

### **EXPERIENCE**

Five years law enforcement experience required. Experience at other agencies which involve typical police duties preferred.

### **REQUIREMENTS**

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES** - *The following are essential:*

- Working knowledge of office practices and methods.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must occasionally lift and/or move more than 100 pounds.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and/or outdoors. Work is performed inside and outside the property with exposure to inclement weather and unpredictable crisis situations. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***