



**DATE ISSUED:** 04/07  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Police Sergeant I

### **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:* Director of Public Safety

*Supervises:* Police Officer I, Police Officer II, Police Officer III, Guard I, Guard II, Guard III, Communications Operator/Dispatcher

### **PRIMARY 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.

### ***EDUCATION***

Twenty-four hours of college, including 18 hours of core college courses in English, history, government, science and math. Successful completion of all requirements for Intermediate Police Officer Proficiency Certification as prescribed by the Texas Commission on Law Enforcement Officer Standards and Education.

### ***EXPERIENCE***

Three years law enforcement experience including two years of University police experience.

### ***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.

### ***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.

### ***PHYSICAL DEMANDS***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and/or move more than 100 pounds.

### ***WORK ENVIRONMENT***

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or 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. The noise level is moderate. The employee may be required to travel.

### ***SAFETY***

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

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

***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, sex, sexual orientation, or 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.***