

CAMPUS POLICE SERGEANT

GENERAL STATEMENT:

Under direction of the Director of Campus Police and Public Safety, plans, directs, supervises, assigns, reviews, and participates in the work of enforcement staff involved in traffic and field patrol, crime prevention, community relations, and related services and activities. Oversees and participates in all work activities; assumes responsibility for assigned special programs, projects, or department-wide functions or activities; performs a variety of administrative and technical tasks relative to assigned area of responsibility.

REPORTS TO:

Director of Campus Police and Public Safety

OCCUPATIONAL GROUP:

Service and Maintenance

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Must possess a current TCOLE peace officer license

EXPERIENCE:

Prefer two (2) years' experience in a law enforcement position. Prefer at least one (1) year of service with the Trinity Valley Community College Police Department as a police officer.

OTHER:

Knowledge of the Texas Penal Code, Texas Code of Criminal Procedures, Texas Family Code, Texas Education Code, and Texas Motor Vehicle Code, operations, services and activities of Trinity Valley Community College Police Department and the Trinity Valley Community College, functions and objectives of the police department and other local, state and federal agencies. Methods and techniques used in providing a full range of law enforcement services and activities, including, patrol, traffic control, care and custody of persons and property. Use of firearms and other police equipment, principles of basic report preparation, English usage, spelling, grammar, and punctuation. Expected to be familiar with and follow all responsibilities and duties of other sworn personnel they are supervising.

DUTIES AND RESPONSIBILITIES:

Duties may include but are not limited to the following:

- Assign and supervise the work of police officers on various shifts and various units, including patrol and special duty units.
- Respond to incidents; manage significant police actions and on-scene operations; act as a first responder as necessary.
- Review incident reports, required forms, summons, records, and related documents prepared by officers to ensure accuracy and timely completion; instruct officer to make corrections.
- Interpret, convey, and ensure implementation of agency policies, general orders, and methods; ensure that personnel have clear guidelines of authority and responsibility.
- Participate in the selection and hiring of personnel; assist in training and orientation of new employees; provide guidance to personnel.
- Prepare and process a variety of written reports and records pertaining to assigned activities, including daily activity reports.
- Respond to major crimes, accident scenes, and emergencies; assume initial command; may act as incident commander until such time as a higher-ranking person assumes command.

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- Provide a full range of administrative support to Director of Campus Police and Public Safety; investigations and operations studies; recommend modifications to programs, policies, and procedures as appropriate; prepare departmental policies and procedures; prepare and present staff reports and other necessary correspondence.
- Participate in budget development; prepare and plan budget requests.
- Participate in all normal shift activities as necessary including enforcing local and state laws; issue citations and make arrests.
- Prepare and maintain shift schedules for patrol, schedule time off and leave requests.
- Establish and maintain effective working relationships with the public and other law enforcement agencies.
- Expected to always follow department chain of command.
- Work prolonged and irregular hours, including weekends, evenings, nights, and holidays; work any patrol shift to ensure proper police coverage is maintained due to shortage of staff, participate in providing security detail for college sanctioned functions such as but not limited to graduations and athletic events, participate in the “on call” program during any dates the college is closed.
- Perform other related duties as assigned by the Director of Campus Police and Public Safety.

PHYSICAL REQUIREMENTS:

- May be exposed to hazardous chemicals, drugs, and infectious and communicable diseases.
- Occasional lifting of objects up to 50 pounds.
- Required to physically restrain persons.
- Subject to extended periods of intense concentration in review of crime scenes, investigations.
- Subject to physical harm such as weapons and physical attacks.
- Subject to standing, walking, sitting, bending, reaching, kneeling, and running.
- Occasional exposure to inclement weather and varying temperatures.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 9/10/2014

Revised:

JD594