

The University of Texas at San Antonio

Job Description

Job Title: Sergeant, University Police
Code: 16320
Salary Grade: 62
FLSA Status: Non-Exempt
Department/Division: University Police
Reports To: Captain, University Police

Summary

- Function: To provide supervisory and enforcement skills in the commissioned law enforcement services of The University of Texas System.
- Scope: Responsible for supervising an element of police personnel engaged in law enforcement duties associated with the protection, safety, and welfare of students, employees, visitors, and property within the area under the control and jurisdiction of The University of Texas System. Exercises independent judgment within limits prescribed by law, Rules and Regulations of the Board of Regents, institutional rules and regulations and departmental policies and procedures. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

Duties

- Typical:
 1. Supervises and participates in the policing of the property of The University of Texas System by means of vehicle or on foot; preserves the peace by use of all lawful means, interceding without warrant when authorized by law to prevent or suppress crime; executes all lawful processes issued by any magistrate courts.
 2. Coordinates training program for new officers and guards; conduct counseling of assigned subordinates; supervise patrol shift; approves and reviews all reports/citations for submission to court; and maintains training files on all officers/guards.
 3. Gives notice to some magistrate of offenses committed within the areas under the control and jurisdiction of The University of Texas System.
 4. Arrests offenders without warrant where authorized by law; investigate all criminal offenses, to detect and arrest criminals, and to recover lost or stolen property; and attempts to locate missing persons.
 5. Detects motor vehicle law violations, makes violator contacts, places violators in custody or issues citations or warnings; and investigates motor

<p>vehicle collisions.</p> <ol style="list-style-type: none"> 6. Procures and issues supplies/equipment to officers; perform and schedule maintenance on police fleet; and maintains and controls all items of evidence. 7. Provides service, information, and direction to students, employees, and visitors. 8. Performs other duties as assigned. <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Accompany police officers and guards on assignments, reviewing, analyzing, evaluating, and correcting performance of subordinates. 2. Conduct formal and informal training for continual development of police officers. 3. Confer with local law enforcement agencies on various matters and promotes good relations.

Education

Required	Preferred
<p>High school graduation or GED AND (1) 60 semester college hours OR (2) 30 semester college hours and one year of continuous employment as a police guard, dispatcher, telecommunications operator, or parking controller by a component institution within The University of Texas System OR (3) 30 semester college hours and two years of active military service OR (4) 30 credit hours with two years experience as a law enforcement officer, correctional officer or jailer.</p>	N/A
<p>Successful completion of an accredited law enforcement academy or educational program.</p>	

Other Requirements

Required	Preferred
<p>Must hold a Peace Officer Commission with the University of Texas System.</p>	N/A
<p>Intermediate TCLEOSE Certification.</p>	
<p>Thorough knowledge of basic supervisory methods.</p>	
<p>Must meet certain prerequisites established by the Office of the Director of Police, the Board of Regents, and the Texas Commission on Law Enforcement Officer Standards and Education concerning age requirements and physical, mental, and educational standards.</p>	

Must have the physical and mental capabilities to properly carry out his or her responsibilities and duties as a commissioned police officer of The University of Texas System Police.	
Must successfully complete a minimum six (6) month probationary review period immediately following promotion. Failure to successfully complete such a period will result in reduction to rank previously held.	
Valid Texas State Driver's license.	
Criminal background check (CBC).	

Experience

Required	Preferred
One year of experience at the rank of Corporal, or its equivalent, OR two years of experience at the rank of Officer II, or its equivalent, including a minimum of one year of experience as a Commissioned Peace Officer within the University of Texas System.	N/A
Pass an approved proficiency examination administered by the Director of Police or his/her designee.	

Equipment

Required	Preferred
Must be proficient with the operation of all equipment utilized by the University Police department necessary to perform assigned tasks.	N/A

Working Conditions

Usual	Special
May be required to work either day or night on any one of three shifts with varying days off.	N/A
Work involves a high degree of hazard normally associated with law enforcement.	
Exposure to outside weather conditions.	

Supervision

Received	Given
Performance is reviewed by supervising officer through reports and observation.	Direct and frequent supervision to University Police Officers and University Police guards.

Accuracy

Proficiency in all phases of duties performed.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.