



**University of Texas at El Paso
Job Description**

Job Code: 6320
Job Title: Sergeant
Department: Campus Police Department
Reports To: In accordance with specific departmental policies
FLSA Status: Non-Exempt
Prepared By: Human Resource Services
Creation / Revision Date: June 13, 2013

Summary: To provide supervisory and enforcement skills in the commissioned law enforcement services of The University of Texas System. Responsible for supervising 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 Director of Police 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).

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Supervises and participates in the policing of the property of The University of Texas System.

Preserves the peace by the use of all lawful means, interceding without warrant when authorized by law to prevent or suppress crime.

Executes all lawful process.

Gives notice to magistrate of offenses committed within the areas under the control and jurisdiction of The University of Texas System.

Arrests offenders with and without warrant where authorized by law.

Investigates all criminal offenses, to detect and arrest criminals and to recover lost or stolen property.

Attempts to locate missing persons.

Detects violations of the Transportation Code, makes violator contacts, and places violators in custody or issues citations or warnings.

Investigates motor vehicle collisions.

Enforces Rules and Regulations of the Board of Regents.

Provides service, information, and direction to students, employees, and visitors.

Writes reports, analyzes workloads, and plans work schedules.

Ensures conformance to policies and procedures by checking quality of subordinate's performance

Keeps staff informed of changes in departmental policies and regulations and legal interpretation.

Monitors police officers and guards on assignments, reviewing, evaluating, and correcting performance.

Conducts formal and informal training for continual development of police officers.

Confers with law enforcement agencies on matters of mutual concern.

Screens employment applications to determine eligibility.



Performs office and administration tasks.

Conducts surveillance, internal and background investigations.

Executes court orders and serves warrants.

Testifies in court and before Grand Juries.

Performs related duties as assigned.

Must be able to work various shifts as assigned.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum Education required:** At the time the promotional process is undertaken, the applicant must have accrued a minimum of sixty credit hours or an Associate's Degree from an accredited institution of higher education; have three years' satisfactory service as a commissioned UTSP officer or two years; UTSP service in combination with one year's honorable service in another full service law enforcement agency as a full time commissioned peace officer; must possess an Intermediate Certification from the Texas Commission on Law Enforcement Officer Standards and Education at the time the promotional examination is taken.
- Minimum Experience required:** At the time the promotional examination is taken, applicant must have three years' experience as a commissioned police officer with the University of Texas System Police or two years' UTSP service and one year's service in another full service law enforcement agency as a full time commissioned officer immediately preceding the date of the examination.
- Preferred Education:** Possess an Intermediate and Instructor Certification issued by the Texas Commission on Law Enforcement Officer Standards and Education
- Preferred Experience:** Four year's experience as a commissioned police officer, which includes at least two years of experience as a commissioned police officer at a University of Texas System Police Department.

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 frequently required to sit, stand, walk, climb, reach, talk, listen, drive, run, stoop, crouch, push, jump over, pull, carry, reach above head, lift, lower, hand-wrist and elbow motion, grasp, hold, write and read. Good physical condition and vision, ability to hear, speak, and full use of arms and legs. The employee is occasionally restrain individuals, and may be exposed to physical conflict.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently exposed to outside weather conditions. The employee is occasionally exposed to inside activity. The noise level in the work environment is usually moderate.

Must be able to work either day or night hours on any one of three shifts with varying days off and on holidays. Work involves a degree of danger.



Additional Requirements

Must hold a Peace Officer Commission issued by The University of Texas System. Must possess a valid driver's license not subject to suspension and must be eligible to drive a motor vehicle owned or leased by the University of Texas System. Must have thorough knowledge of and ability to apply basic supervisory methods. Must successfully complete a minimum six (6) month promotion review period immediately following date of promotion. Must have the physical and mental capabilities to properly carry out responsibilities and duties as a commissioned police officer of The University of Texas System. Effective written and oral communications skills. Knowledge and skills in emergency medical procedures, first aid, and CPR techniques.

This position is classified as security-sensitive, and thereby subject to the provisions of Section 51.215, Texas Education Code.

EQUIPMENT

Required: Must be proficient with the operations of all equipment and safety procedures utilized by the University Police Department necessary to perform assigned duties.

ACCURACY

Must successfully pass an approved promotional process administered by the Director of Police, or designee. Proficiency in all phases of duties performed. Must demonstrate logical, effective problem solving ability. Must be able to provide creditable testimony in a court of law.