



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

Job Code: 6320
Job Title: Sergeant
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Non-Exempt
Prepared By: Human Resource Services
Creation / Revision Date: October 25, 2010

Summary: Provides police response, with law enforcement authority, for safety and security concerns at the University.

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:

Prepares and assigns work schedules for subordinates.

Supervises and coordinates the activities of a squad of police officers and non-commissioned personnel on an assigned shift.

Responsible for enforcement duties for the protection, safety and welfare of employees and visitors, and all property within the area under the control of the jurisdiction of the University.

Enforces the law, provides service, information, and aid to all citizens as circumstances require; prevents crime, suppresses disturbances, investigates criminal offenses, and arrests offenders.

Exercises independent judgment within the limits prescribed by law and applicable rules and regulations; assumes active command in emergency situations.

Conducts daily briefing sessions for members of the shift and inspects uniforms and equipment.

Maintains liaison with the other law enforcement agencies, courts, community groups, and others as assigned.

Answers calls regarding services, illness, accidents, disturbances, crime, or distress and provides necessary assistance or takes appropriate action as needed.

Provides security during dignitary meetings and visits.

Develops and presents crime prevention classes to department personnel and disseminates crime prevention tips on a regular basis.

Directs and performs criminal investigations when assigned; conducts preliminary investigations of incidents as necessary; collects and preserves physical evidence, protects crime scene, and reports and records all facts of incident.

Detains and questions witnesses, victims, and suspects and makes arrests as necessary.

Provides regular roving patrol of the University and occupies the guard stations, when necessary.

Prepares work related documents and collects daily activity logs; reviews and prepares various reports on operations and activities.

Provides general assistance and information to staff and public.

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: Must possess an Intermediate Peace Officer Certificate from the Texas Commission on Law Enforcement Officer Standards and Education and must successfully pass an approved proficiency examination, administered by the Office of the Director of Police.

Minimum Experience required: Two years experience as a Commissioned Police Officer

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, write and read. The employee is occasionally required to run, 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 outdoor activity and work under hazardous conditions. The employee is occasionally exposed to inside activity. The noise level in the work environment is usually moderate.

****Special Conditions:** Successful candidate will be given a conditional offer of employment pending the outcome of psychological testing and background investigation. **

Must meet the prerequisites established by the Office of the Director of Police, Texas Commission on Law Enforcement Officer Standards and Education, and the Rules and Regulations of the Board of Regent's concerning:

- Age requirements - Applicant must have reached his/her 21st birthday but not 45th birthday **ON DATE OF COMMISSIONING**.
- **Physical**
 - Visual Acuity – Maximum uncorrected visual acuity of 20/200 and corrected as follows:
 - 20/40 through 20/100 – Corrected to 20/30 in each eye and binocularly by means of regular eyeglasses or contact lenses.
 - In excess of 20/100 through 20/200 – Must be corrected to 20/30 in each eye and binocularly by means of regular eyeglasses or contact lenses. Applicant must obtain a statement from an ophthalmologist that no ocular disease exists.
 - FIELD OF VISION – Horizontal 60-85 degrees in both eyes temporarily from a central fixation point.
 - MUSCULAR IMBALANCE – Zero Vertical deviation, horizontal – ten (10 prism diopter esophoria at twenty (20) feet.
 - OTHER VISUAL FACTORS – Applicants may be rejected for color deficiencies as determined by the Director of Police after examination by an approved ophthalmologist. Chronic inflammation of the eye and adnexa will be grounds for rejection.
 - Hearing – Applicant must be able to hear ordinary conversation from at least fifteen (15) feet with each ear.
 - General Health – Applicant must pass the physical agility/fitness test and be capable of performing all police duties specified in the current job description.
- **Mental** – The applicant shall be examined by a psychologist who is licensed by the Texas State Board of Examiners of Psychologists. The psychologist must be familiar with the duties appropriate to the license sought and appointment to be made. This examination may also be conducted by a psychiatrist. The applicant must be declared in writing by that professional to be in satisfactory psychological and emotional health to serve as the type of officer for which the license is sought within one hundred eighty (180) days before the date of appointment. The examination must be conducted pursuant to professionally recognized standards and methods.