

**JOB INFORMATION**

Effective Date	1/9/2023
Job Code:	9438
Job Title:	Sergeant
Salary Grade/Structure:	200 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Safety & Security
Job Family:	Security
Job Summary	The Police Sergeant is responsible for the protection of life, liberty, and property, the enforcement of all laws of the state of Texas, and the rules and regulations of the University. Performs supervisory and administrative work of average difficulty in the operation of the Police Department. Assigns specific duties and tasks to subordinates and is responsible for ensuring the assignments are carried out in accordance with established rules and procedures. Generally performs duties without direct supervision. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

**COMPETENCIES**

## Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

## Education

Education Level	Education Details	Required/ Preferred	
High School Diploma or GED	High School diploma or GED with 12 semester hours (non-police academy semester hours) of college credit.	Required	
Bachelor's Degree	Bachelor's degree.	Preferred	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	One year of experience as a police supervisor with the UHCL Police Department or two years of experience as a police supervisor at another Texas police agency.	Required	
Less than 3 yrs	Two years of supervisory experience.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Permanent Texas Peace Officer License issued by TCOLE.	Upon Hire		
	Intermediate Certification issued by TCOLE.	Upon Hire		
	Valid, current Texas Driver's License	Upon Hire		

## Knowledge, Skills and Abilities

KSAs	Proficiency
• Ability to understand and follow oral instructions, departmental and University policy, procedures, rules, regulations, and laws of the State of Texas.	Basic
• Ability to establish and maintain effective working relationships with other employees, law enforcement agencies and the public.	Basic
• Ability to analyze situations and adopt a quick, effective and reasonable course of action.	Basic
• Ability to learn the use and care of firearms and specialized equipment.	Basic
• Ability to observe situations, to report and record them daily, including writing narrative reports.	Basic
• Ability to display good skill in the use of a Police vehicle and attached equipment.	Basic

## JOB RESPONSIBILITIES

Campus Security Authority ☒

Remote Work Capable ☐

## Essential Functions

Essential Function	% TIME
• Leads, directs, and controls a squad within field operations or investigations by supervising and participating in the activities of Police personnel.	40%
• Develops squad schedules and assignments and monitors activities of Police Officers.	20%
• Engages in Police patrol and/or investigation of crime.	10%
• Administers department standards of operation and counsels and evaluates subordinates.	10%
• Reports on Officer attendance.	5%
• Prepares and submits various reports to the Division Commander, Assistant Chief of Police and Chief of Police.	5%
• Identifies operational problems and recommends solutions.	5%
• Keeps Division Commander and Command Staff informed on staff morale of shift personnel.	5%
• Performs other supervisory duties as required by the Division Commander and Command Staff.	5%
• Performs all other law enforcement activities as required.	5%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	Yes
Hearing Exam:	Yes
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Safety & Security

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting				X		
Carrying				X		
Pushing			X			
Pulling			X			
Climbing			X			
Balancing			X			
Stooping				X		
Kneeling				X		
Crouching				X		
Crawling			X			
Reaching				X		
Handling				X		
Grasping				X		
Feeling					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

### Travel Requirements

Estimated Amount	Brief Description