

**Job Title:** POLICE SERGEANT  
**Reports to:** District Chief of Police  
**Dept./School:** Assigned Campuses  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** September 19, 2016

### **Primary Purpose**

Patrols district property to protect all students, personnel, and visitors from physical harm and prevent property loss due to theft or vandalism. Enforce all laws including municipal ordinances, county ordinances and state laws and works independently.

## **QUALIFICATIONS**

### **Education/Certification**

High school diploma or GED

Texas Peace Officer Advanced License issued by Texas Commission on Law Enforcement (TCOLE)

Texas Peace Officer Master License issued by Texas Commission on Law Enforcement (TCOLE), preferred

Valid Texas driver's license

### **Special Knowledge/Skills**

General knowledge of criminal investigation, police report writing, and criminal laws

Training and ability to subdue offenders, including use of firearms and handcuffs

Bonded as required by Texas Education Code §37.081(h)

Ability to work well with youth and adults

Ability to follow verbal and written instructions

Ability to communicate effectively

Possess strong organizational and time management skills

### **Experience**

8 Years as SFDRICISD Security Guard (Preferred)

8 Years as SFDRICISD Peace Officer (Preferred)

Background in law enforcement or related work experience

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Law Enforcement**

1. Patrol and supervises peace officers and security guards assigned to a/or campus (as) within district jurisdiction.
2. Respond to all calls from campuses concerning crisis situations, accidents, and reports of crime.
3. Investigate all criminal offenses that occur within district's jurisdiction.
4. Collect and preserve evidence for criminal investigations including witness statements and physical evidence.
5. Arrest perpetrators, file appropriate charges, and ensure placement in jail or juvenile detention centers for law violations as necessary.
6. Write effective legal incident reports.
7. Testify in court as needed.

### **Consultation**

8. Work cooperatively with other police agencies to share information and provide other assistance.

**Safety**

- 9. Help provide traffic control at athletic events, school closings or openings, or at any other time.
- 10. Provide protection to or escort district personnel as needed.
- 11. Operate all equipment including firearms according to established safety procedures.

**Administration**

- 12. Compile, maintain, and file all physical and computerized reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.

**Supervisory Responsibilities**

- 13. Peace officers and security guards of the SFDRCSID Police Department
- 14. Briefs officers on assignments
- 15. Provides training
- 16. Conducts investigations (criminal or internal) as assigned by the SFDRCSID District Chief of Police.
- 17. Meets with school principals on security matters pertaining to campus security

**Other**

- 18. Perform other duties assigned by supervisor.
- 19. Maintain confidentiality of information.

**EQUIPMENT USED**

District vehicle, firearm, handcuffs, alarm system, fire extinguisher, security equipment, personal computer, typewriter, and copier.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Strenuous walking, standing and climbing ability to operate a motor vehicle; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subject to adverse any hazardous working conditions including violent and armed confrontations. Work outdoors in varying climate conditions; drive in all different areas of district at odd hours; on call 24 hours a day.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_