

## **Police Sergeant - Central Campus**

### **MAJOR RESPONSIBILITIES:**

#### **Essential Job Functions:**

- Provides leadership and strategic direction to assigned shift
- Daily reviews and evaluates reports of subordinates for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required; prepares and submits a variety of police reports, records and correspondence. D 5
- Patrol San Jacinto College property to detect and deter criminal activity, identify unsafe conditions and provide a safe environment for members of the College community.
- Develop and maintain strong positive working relationships with SJCPD leadership, officers and non-sworn personnel as well as employees and leadership of the College.
- Engage in a variety of crime prevention/reduction activities including security escorts, women's self-defense training, security assessments, personnel safety and property security education programs.
- Supervise and evaluate the performance of assigned sworn personnel and non-sworn personnel.
- Ensure adequate staffing for their assigned work unit to include scheduling days off, assigning overtime, approving time off and training requests, making adjustments for illnesses and injuries.
- Coach and develop assigned sworn personnel and non-sworn personnel to achieve their best performance.
- Provide training opportunities for sworn personnel and non-sworn personnel to enhance existing skills and develop new skills.
- Take operational command during emergencies and critical incidents.
- Instill a strong customer service and community policing philosophy within their assigned division of the police department.
- Conduct training programs in their areas of expertise for police department personnel.
- Maintain records to document the job performance of assigned sworn personnel and non-sworn personnel.
- Provide regular performance feedback to members of their assigned division and provide guidance for improvement.
- Make critical decisions through analysis of available information and emerging problems to achieve effective solutions.

- Conduct criminal and administrative investigations, document investigative progress, coordinate investigations with other law enforcement agencies, and submit completed investigations for prosecution and adjudication.
- Provide first-aid to members of the College community and assist emergency medical and fire department personnel responding to college property
- Enforce State traffic laws and San Jacinto College parking regulations.
- Provides security for special events and dignitary protection for high profile visitors to the College.
- Coordinate and schedule training programs to be given at San Jacinto College and arrange for police personnel to attend training programs offered by other agencies and organizations.
- Maintain training records for all police department personnel.
- Acquire, inventory, store, maintain and issue police department equipment, vehicles, software, computers, uniforms and firearms.
- Act as system administrator for various technical systems and applications in use by the police department such as records management, computer aided dispatch, video recording and monitoring, radios, radio and telephone logging. 2
- Act as property and evidence custodian for the police department.
- Conducts background investigations and assists with hiring processes for new personnel.
- Maintains the highest level of professional standards
- Ensures Compliance with all San Jacinto College and Police Department policies and guidelines
- Serves as a model of excellence, and supports, promotes and emulates the College Values, mission statement, goals and objectives.

**Additional Job Functions:**

- Interact with strong, positive interpersonal skills.
- Excellent verbal and written communications.
- Provide quality control for the delivery of police department services and documentation.
- Innovative, comprehensive and analytical thinking.
- Ethical and honest in interactions with others and in the performance of duties.
- Exhibits appropriate critical thinking skills in the performance of job responsibilities.
- Performs other duties as assigned.

**REQUIRED/MINIMUM QUALIFICATIONS:**

To be considered for this position, candidates must meet the following criteria:

- A valid driver's license
- A current Texas Peace Officer License issued by TCOLE or Out-of-State candidate (s) must complete TCOLE requirements for out of state peace officers and successfully pass the Texas Licensing Examination.
- Internal Candidates must be employed by San Jacinto College as a police officer for at least six months prior to the date of the posting to fill a sergeant vacancy.
- Received a rating of "Valuable" or higher on their most recent annual performance evaluation (if applicable).
- Be an employee in good standing (no disciplinary notice, corrective action, or improvement plan) within the last 12 months prior to the date of the posting to fill a sergeant vacancy.
- Served as an active field training officer at any Law Enforcement organization for at least one year prior to the date of the posting to fill a sergeant vacancy

**Knowledge, Skills and Abilities:**

Must meet the following criteria:

- Demonstrated leadership, communication and critical decision making skills in a law enforcement environment relevant to San Jacinto College.

**Education and Experience:**

Meet one of the following experience and education requirements:

- Three years of full-time experience as a police officer and a high school diploma or equivalent, or;
- Two years of full-time experience as a police officer and an associate degree, or;
- One year of full-time experience as a police officer and a bachelor's degree.

**Preferred Education:**

- T.C.O.L.E New Supervisor's Course
- FBI-LEEDA Trilogy
- Developing Leaders for Texas Law Enforcement
- IACLEA First-Line Supervisor Institute (FLSI)

**Required Licenses/Certifications:**

- Valid Texas driver's license with acceptable driver's record.
- Hold a current Texas Commission on Law Enforcement Intermediate Peace Officer Proficiency Certification or Out-of-State candidate (s) must complete TCOLE requirements for out of state peace officers and successfully pass the Texas Licensing Examination. Out-of-State candidates are encouraged to contact the Texas Commission on Law Enforcement regarding Intermediate Peace Officer Proficiency Certification.

**Preferred Licenses/Certifications:**

- TCOLE Instructor Certification

**Additional Information:**

A San Jacinto College police sergeant must be willing to work any shift or assignment including weekends, holidays, overtime, and special events. The nature of police work involves a high degree of risk and exposure to various hazards to include criminal offenses, emergency situations, traffic stops, severe weather conditions and a diversity of calls for service.

While performing the duties of a police sergeant with San Jacinto College, the sergeant may be required to sit, stand, drive, walk, run, stoop, crouch, kneel, crawl, push, use hands to finger, handle or feel objects, tools or controls, jump over, pull, carry, reach above head, lift, lower, grasp, hold, climb and balance. The sergeant shall remain awake, alert and visually observant at all times, and have full use of arms, hands, and legs.

The duties of this position require a physical presence at the assigned on-site work location during unrestricted operations with very limited or no opportunity for remote work arrangements.

**Salary Grade:** 27

*Salary is based on the Board-approved salary schedule for the current fiscal year. [See Salary Schedule](#)*

**Requisition Number:** req2723

**Posting Close Date:** 11/30/2020

**Annual Security Report:** The San Jacinto College Police Department is responsible for preparing and distributing the Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act).

**Equal Opportunity Statement:** The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. The following College official has been designated to handle inquiries regarding the College's non-discrimination policies: Sandra Ramirez, VCHR Org/Talent Effectiveness, 4620 Fairmont Pkwy., Pasadena, TX 77504; 281-991-2659; [Sandra.Ramirez@sjcd.edu](mailto:Sandra.Ramirez@sjcd.edu)