**Pittsburg State University**

**Job Description**

**University Police Sergeant (G0N160)**

**FLSA Status:** Non-Exempt  
**Grade: 007**

**Job Family:** Law Enforcement & Security  
**Career Ladder: University Police 2**

**Updated: 2/5/2019**

***The Job Description is the document used to assign positions to jobs. The Position Description is the document that provide details about a position that has been assigned to the job. The Position Description includes specific duties performed by the employee on the position, including the percentage of time duties are performed. The Position Description also identifies preferred education and experience and competencies (knowledge skills and abilities) in addition to those identified in the Job Description. Details in the Position Description are used to assess the performance of the employee assigned to the position.***

**General Description of Job – Primary Function, Supervision and Instruction Received, and Interactions**

*The information in this section includes the primary function of the job (what positions assigned to the job must accomplish) and the major objective (why that function is performed). Additional information may be added in the Position Description. The information will be used in the posting when the position is advertised*

**Primary Function:** The primary purpose of the University Police Sergeant job is to supervise daily operations for a particular shift, a law enforcement operation, or a specialized unit.

**Supervision and Instruction Received:** Positions assigned to the University Police Sergeant job typically report to the department head but may report to a supervisor with a different job. Instruction received is under general direction. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priorities. Additional, specific instructions are given for new, difficult, or unusual assignments. The employee uses initiative in carrying out a variety of recurring duties within established policy guidelines. The supervisor assures that the work is technically accurate and in compliance with instructions or established procedures.

**Interactions (purpose, with whom, frequency):** Employees frequently interact with students, staff, faculty, campus visitors and the public who visit campus and who are in the community and who may also occupy assigned work areas.

**Examples of Essential Duties and Responsibilities**

*The following are examples of essential duties and responsibilities that may be required for a position assigned to this job. Specific duties and the percentage of time performed are found in the Position Description for the position assigned to this job.*

1. Supervise law enforcement staff, including Officers and subordinates, on an assigned shift. Ensure staff enforces laws, regulations, and local ordinances consistently. Implement enforcement procedures for traffic and parking violations.
2. Monitor law enforcement staff for productivity and efficiency.
3. Oversee criminal investigations, including witness interviews, apprehension and interrogation of suspects, and the location and processing of evidence. Both conduct and supervise others in these investigations. Prepare all necessary documentation and reports.
4. Facilitate the training of officers on the assigned shift. Provide instruction on driving procedures, documentation standards, evidence processing, interrogation strategies, and other on-the-job requirements. Communicate changes in laws or policies that affect police work.
5. Review officer paperwork and compile all required criminal reports for submission to state and federal agencies. Ensure that all reports are filed accurately and on-time.
6. Conduct regular inspection of officer equipment and uniforms.
7. Review officer performance, document evaluations, and conduct internal investigations regarding officer complaints.
8. Review accreditation standards and make changes to standard operating procedure as necessary. Assist supervising officers in establishing and implementing consistent policies, procedures, and guidelines.
9. Design and implement crime prevention and safety education programming. Seek out community partnerships to assist in education efforts.
10. Provide crowd control, surveillance, and security at special events held on campus.
11. Perform public relations functions as the Public Information Officer; collect and prepare crime information and statistics for public release.
12. Perform crime prevention analyses; survey buildings and facilities for areas of strength and vulnerability. Work with area crime prevention organizations to improve prevention programs and secure community life and property.
13. Maintain and update all formal policies and procedures for the Department, including officer handbooks and official guidelines.
14. Perform any other related duties as required or assigned.

**Leadership, Supervisory or Management Responsibilities**

Mark an “X” next to the one statement which best describes the job, if applicable.

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|  | Lead worker (assigns, trains, schedules, oversees, or reviews the work of others) |
|  | Supervisor (plans, staffs, evaluates and directs work of employees in a work unit) |
|  | Indirect Supervisor (delegates authority to carry out work of a unit to subordinate supervisors or managers) |

The number of employees led, supervised, or managed is included in the position description.

**Minimum Education and Experience – Required at Hire**

*The following minimum education and experience is required at time of hire. Additional education and experience may be preferred. Preferred education and experience is identified in the Position Description.*

* Bachelor’s Degree from accredited University.
* Two years of experience in general law enforcement.
* Prior experience leading a team.

**Examples of Competencies – Knowledge, Skills and Abilities (KSA’s)**

*The competencies listed below are representative of the knowledge, skill, and/or ability that may be required. Specific competencies and frequency performed are found in the Position Description for the position assigned to this job.*

* Use close vision and be able to focus – Regularly.
* Talk and hear – Regularly.
* Sit, stand and bend at the knee and waist, walk, lift, twist, pull and push – Regularly.
* Have repetitive wrist, hand and/or finger movement to type and work on a computer - Regularly.
* Have finger dexterity and hand-eye coordination to work on a computer, telephone, and related office and security equipment - Regularly.
* Lift and carry up to 50 pounds - Occasionally.
* Have telephone skills and basic computer skills - Regularly.
* Knowledge of relevant procedures and strategies to promote the protection of people, data, property, and institutions- Regularly.
* Ability to understand others’ reactions and why they react as they do- Regularly.
* Sensitivity of problems and knowing when something may go wrong – Regularly.
* Work effectively with diverse population – Regularly.
* Maintain composure and perform duties effectively under stressful circumstances- Regularly.

**Environmental Conditions (Hazards, Risks or Discomforts)**

*The environment conditions listed below are representative of the environmental conditions that may be present for a position assigned to this job. Environmental conditions for a position are found in the Position Description for the position assigned to this job.*

* General office and campus security conditions.
* May be exposed to moderate noise levels.

**Equipment or Machines Used**

*The following are examples of equipment or machines that may be regularly used to perform the duties of the position. Specific equipment and the frequency used is found in the Position Description for the position assigned to this job.*

* General office equipment such as copier, telephone, shredder and computer.
* Emergency equipment such as an emergency radio and emergency vehicle equipment.
* Law enforcement equipment such as a duty weapons, camera equipment, handcuffs, and tasers.

**License or Certification Required by Statute or Regulation**

*List license(s) or certification(s) appropriate for the position. Indicate those that are required by statute or regulation at time of hire.*

* Must be able to complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and obtained and continue to maintain certification as a law enforcement officer from the Kansas Law Enforcement Training Commission before being given permanent status.
* Must pass a drug screening test approved by the State of Kansas.
* Requires the use of a firearm and therefore the individual must be eligible in the state of Kansas to carry firearm.
* Must obtain and maintain all required certifications, including firearms, first aid, and CPR.
* Valid Drivers License

**Additional Requirements**

*The following are examples of additional requirements that may be required to perform the duties of the position. Additional requirements for a position are found in the Position Description for the position assigned to this job.*

* Regular attendance is a necessary and essential function
* Satisfactory Pre-Hire Background Checks Required:
  + Sex Offender Registry Check
  + Criminal Record

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