



POLICE SERGEANT

Rev. Aug 2025

Job No.: 8401

Reports to: Chief of Police

Dept./Campus: Police Department

FLSA Status: Non-exempt

Pay Grade: 804

Term: 237 Days

PRIMARY PURPOSE:

To guide and support police officers and staff to ensure that they perform their duties in accordance with state and federal laws, as well as departmental and district policies. Support day-to-day operations of the department and responsible for planning assignments, schedules, establish priorities, organize work.

MAJOR RESPONSIBILITIES AND DUTIES

- Train officers to perform duties in accordance with local, state, and federal laws as well as departmental and district policy.
- Monitor the police radio and respond to calls for service in a timely manner.
- Ensure that officers are responding to calls and disposing of them in an appropriate and timely manner.
- Facilitate the proper distribution of resources to ensure that manpower is assigned efficiently and effectively.
- Conduct security assessments of schools and district facilities.
- Control emergency situations and begin incident command procedures.
- Establish and develop memorandums of understanding with other agencies that will provide for the access and utilization of resources in the event of an emergency both man-made or natural.
- Assign personnel to investigate and follow up on all cases involving incidents of criminal and non-criminal activity on and around district property.
- Prepare and submit statistical data and provide it to the proper district personnel with the appropriate recommendations.
- Develop and implement programs targeted at providing a safer and more secure environment.
- Coordinate enforcement activities with outside law enforcement agencies, other department directors, and campus principals and work cooperatively to develop and implement preventative security programs and other safety programs.
- Knowledge and enforcement of all laws and ordinances within the scope of board policy and the jurisdiction of the district.
- Investigate criminal activities within the district's jurisdiction and support other agencies conducting investigations.
- Serve as district liaison to state and local law enforcement agencies and juvenile authorities and represent the district on assigned committees and task forces.
- Follow district safety protocols and emergency procedures.
- Interface with governmental agencies, business, and civic organizations, and the community to provide needed information and to promote the district's initiatives.
- Select, train, supervise, and evaluate staff, ensure effectiveness, and make sound recommendations relative to assignment, retention, discipline, and dismissal.
- Foster collegiality and team building among department employees; encourage active involvement in the decision-making process by all department employees; communicate expectations for high-level performance to staff; recognize staff achievements; and ensure effective and quick resolution of conflicts among department employees.

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- Facilitate communication and collaboration among assigned department staff and campus administrators to enhance service delivery, program development, and customer satisfaction.
- Participate in professional development that increases effectiveness and improves District performance.
- Provide staff training in safety and security.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required, including affidavits for arrest, incident reports, and activity reports.
- Serve on District committees especially those related to safety and security.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervise and manage subordinate personnel.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Education, training courses and service years to support.
- Intermediate TCOLE certificate required.
- High School diploma or GED required. An associate degree is preferred.
- Must be able to meet the district vehicle liability policy requirements and maintain a current Texas driver's license.
- Minimum of four (4) years of work experience as a police officer is required.
- At least one (1) year in a Commission on Accreditation for Law Enforcement Agencies (CALEA) or Texas Police Chiefs Association (TPCA) certified law enforcement agency is preferred.
- Supervisory experience is preferred.

Knowledge, Skills and Abilities

- Advanced knowledge of the overall operations of a police department.
- Advanced knowledge of criminal investigations, police report writing, and criminal law.
- Ability to manage personnel.
- Training and ability to subdue offenders, including use of firearms and handcuffs.
- Bondable as required by TEC §37.081(h)
- Knowledge of workplace safety requirements including applicable federal and state rules and environmental issues.
- Skill in independent judgment and application of procedures and tasks that are quite varied.
- Ability to compile and organize data and figures for senior staff as required.
- Ability to make decisions on routine and non-routine matters; recommending new solutions to problems and improving existing methods or generating new ideas.
- Ability to collaborate and problem solving; working with others to resolve problems, clarify or interpret information/policies, and provide initial screening/negotiations without approval authority; explore alternative and creative solutions to meet the needs of customers within the district's policies and guidelines.
- Ability to assess and diffuse/de-escalated customer issues; take personal responsibility and accountability for solving systemic customer service problems.

- Skill in organization; communication; conducting team efforts to design, implement, measure, and refine programs and services; delivery of services throughout the learning community, assigned area, and customers; and operating standard computer and software applications, including but not limited to electronic mail, word processing, spreadsheets, databases, and presentations.
- Ability to organize, communicate, and showcase interpersonal skills including the ability to manage multiple priorities and projects; manage staff, and coordinate various district related events.
- Ability to handle high stress situations.
- Skills in customer service; leading others in the resolution of highly sensitive and confidential issues on behalf of the department; act as a trusted advisor and becoming involved in the customer's decision-making process including presenting alternatives and information and applying persuasion and negotiation skills in the resolution of problems; monitoring customer service standards.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Work involves considerable exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Work is normally performed outside in non-climate-controlled weather conditions.
- Work environment involves regular exposure to hazardous substances, physical risks, and dangerous situations.
- Often operates a computer and other office productivity machinery (i.e., a calculator, copy machine, and computer printer).
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Frequently communicates with other employees or the public.
- Must be able to exchange accurate information.
- Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints.
- Ability to organize and prioritize work schedules of others on a long-term basis.
- Ability to make decisions which have significant impact on the department's credibility, operations and services.
- Ability to compose material such as detailed reports, work-related manuals, publications of limited scope or impact and to make presentations outside of the immediate work area.
- Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact and to make formal presentations.
- Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Ability to carry and/or lift 45 pounds or more.
- May work prolonged or irregular hours.
- Frequent districtwide, statewide, and out-of-state travel.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.
- On call 24/7.