

Sam Houston State University Human Resources

Staff Classification Description – Police Sergeant III

Skill Category: Technical/Paraprofessional

Position (Employee) Class: 4N253 (N1)

Grade: 18

Date: 08/2016

Department: Public Safety Services

Educational & Experience Requirement: Associate's Degree in a related field. Bachelor's degree preferred. Must hold master peace officer certification issued by the Texas Commission on Law Enforcement (TCOLE). Eight years law enforcement experience or experience in a related field to include at least three years as a Sergeant II. Must be currently employed with SHSU Police Department with at least eight continuous years of service. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs supervisory level work for the Sam Houston State University Police department. Performs regular patrols to prevent crime, suppress disturbances, arrest offenders, and give aid and information to all citizens as circumstances require. Enforces all University, State and local laws.

Supervision Given & Received: Works under minimum supervision and may supervise police officers and other departmental employees when needed.

Primary Responsibilities: Plans, organizes, leads, directs, controls and assesses all regulatory activities in an assigned operational area. Checks for adherence to performance standards, personal appearance and conduct of subordinates. Performs evaluations of subordinates' work. Assists in the recruitment, interviewing and pre-employment investigations of new personnel. Works with local law enforcement personnel, judges, district attorneys, colleges and other officials. Helps maintain good departmental image. Performs other related duties as assigned.

Other Specifications: Thorough knowledge of and skills in the use of firearms, radar equipment, criminal investigation equipment, photographic equipment, radio equipment, alarm systems, defensive devices, telephone switchboards, typewriter, and emergency motor vehicles. Proficiency in all phases of work performed. Exposure to outside weather conditions. May be required to work during night hours. Work involves a degree of hazard. Must have a pleasant, courteous disposition and express at all times the desire to render accurate and cheerful service. Has contacts with off campus agencies, state and local law enforcement agencies, vendors, and courts. Alertness and careful attention in the performance of duties is required to prevent injury to self and others. This position may be designated as a Campus Security Authority (CSA).

Position requires driving and operating a university vehicle, therefore, a valid Texas driver license and driving record acceptable to the University's insurance carrier is required.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.