

Sul Ross State University
Position Description

Official Title: Public Safety First Sergeant **Salary Group:** Unclassified (2) **Job Code:** 7315

Summary

Function: Responsible position involving the safeguarding of human lives as well as private and personal property; involves the regular patrolling of the campus, usually done alone, and requires mature judgment under conditions of stress; must be emotionally stable, intellectually honest, capable of functioning intelligently in a variety of situations and present a pleasing personal appearance; must be able to communicate effectively with intelligent young people and be able to establish a reasonable rapport with a large spectrum of behavioral possibilities with which the officer may come into contact; must be able to act effectively in extremely divergent interpersonal situations i.e. the officer must be able to endure physical and verbal abuse and exhibit a balanced perspective even though being constantly exposed to the worst in human behavior. The First Sergeant is second in the chain of command as it pertains to the rank structure in the department.

Duties

Essential: The First Sergeant is first line supervisor for Patrol, Civilian, and Criminal Investigative functions and takes general supervision by observation and/or conference from the Director of Public Safety. Supervision of patrol/investigative functions including but not limited to: development of daily/monthly work schedules; management of Evidence room; all duty assignments specific, specialized, and general; review all criminal/arrest reports for accuracy/completeness; officer appearance including uniforms/equipment; actions taken by officers in arrests, civil disturbances, or other activities relating to law enforcement duties; annual performance evaluations; respond to citizen, student complaints, and disciplinary action when necessary. Supervision of staff functions include: Key Services, IVIS Identocard/ID client security systems, Communications, and other standard office activities; annual performance evaluations; respond to citizen, student complaints and take disciplinary action when necessary. Other duties include but not limited to: regular patrol of campus (usually alone); reporting all conditions that might reflect on safety or welfare of personnel on campus; respond to, administer first-aid and/or provide emergency services involving a wide variety of situations; enforce Federal, State, and Municipal laws with or without warrants; conduct searches and seizures with or without warrants as applicable; annual policy development, review, and amendment; make preliminary and/or follow-up investigations on criminal report and traffic accidents; conduct interviews of victims, witnesses, and suspects; make necessary reports in writing as directed by the Director of Public Safety; collect, preserve and maintain chain of custody for evidence; testify in court; regulate and control traffic; enforce violations of parking/moving regulations; on-call 24 hours a day; operate and maintain departmental/personal equipment; escort students and staff; cooperate with other law enforcement and prosecutorial agencies; programming and management of card access/camera equipment; management of secured key codes, locks, and keys; requires mature judgment under conditions of stress; ability to develop and manage department budget; exposure to outside weather conditions; may be required to work during night hours; work involves a degree of hazard; must be stable, honest, capable of functioning intelligently in a variety of situations; must communicate effectively with a wide variety of young people situations; exhibit a balanced perspective when exposed to the worst in human behavior; responsible for safeguarding human lives as well as private and personal property; and have ability to multi-task activities, reports, and successfully complete duties as they are assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: General supervision by observation and/or conference from the Director of Public Safety.
Given: Close supervision of Patrolmen.

Education

Required: High School graduate or equivalent; thirty or more college semester hours; must hold active/current Peace Officer License with the Texas Commission on Law Enforcement Officer Standards and Education.

Preferred: Associate or Bachelor's degree.

Experience

Required: Two or more years law enforcement experience.

Basic Texas Peace Officer License.

Preferred: Three or more years supervisory experience; Intermediate Peace Officer License or higher; Public School and/or University system.

Equipment/Skills

Required: Thorough knowledge of and skill in the use of firearms, non-lethal defense devices, radio equipment, photographic equipment, criminal investigative tools, computer programs/software, and use of emergency motor vehicles; good report writing skills and proficiency in all phases of duties performed.

Preferred: Knowledge and skills in alarm/fire systems, digital CCTV cameras/card access systems, and secured key systems.

Working Conditions

Usual: Exposure to outside weather conditions. May be required to work during night hours or alternating shift. Work involves a degree of hazard; position is Security Sensitive.

Required: Valid Texas driver's license with driving record acceptable to the University must be maintained as a condition of employment.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: December 2019