

<b>Job Title:</b>	Police Sergeant	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports to:</b>	Police Lieutenant	<b>Pay Grade:</b>	603
<b>Dept./School:</b>	Police Services	<b>Date Revised:</b>	June 6, 2024

### **Primary Purpose**

Under general supervision, the police sergeant shall ensure the safety and security of students, faculty, staff, and visitors within the school environment. They are responsible for coordinating and supervising law enforcement activities within the school district, including patrolling school grounds, responding to incidents or emergencies, conducting investigations, and enforcing relevant laws and regulations. They shall perform supervisory law enforcement functions including those of an operational or administrative nature as required.

### **Qualifications**

#### **Education/Certification**

High School Diploma/GED

External applicants:

Associate degree from an accredited university or, sixty (60) college credit hours toward a bachelor's degree in police sciences, law enforcement, criminal justice, business, public administration, or a related field.

Current Texas Commission on Law Enforcement, (TCOLE) license

Valid Texas Driver's License, Class "C"

Must pass a required medical screening, drug test, psychological and physical agility test

Must pass a criminal background check.

Internal applicants:

Forty-five (45) college credit hours from an accredited university toward a bachelor's degree in police sciences, law enforcement, criminal justice, business, public administration, or a related field.

Current Texas Commission on Law Enforcement, (TCOLE) license. Valid Texas Driver's License, Class "C" Must pass a criminal background check.

#### **Special Knowledge/Skills**

- Knowledge of modern law enforcement and crime prevention principles and methods.
- Knowledge of pertinent federal, state, and local laws, ordinances, and codes.
- Knowledge of district Police Services' operational and administrative policies, procedures, and organization, and limits of its authority.
- Knowledge of community policing, including public relations techniques and awareness of cultural differences.
- Knowledge of district, city, and county geography and locations of important buildings.
- Knowledge of supervisory techniques, office management practices, governmental budgeting, and fiscal and personnel administration procedures.

#### **Experience**

External applicants:

Ten (10) years' experience as a State of Texas Commissioned police officer, and five (5) years of supervisory experience at a Sergeant level or above.

Internal applicants:

At least five (5) years' experience as a State of Texas Commissioned Peace Officer to include at least two (2) years of service time with El Paso ISD Police Services, at any rank.

### **Major Responsibilities and Duties**

1. Coordinate and oversee the daily activities of police personnel during designated work shifts.
2. Oversee and assist with various law enforcement tasks including security patrol, traffic safety, emergency response, crime investigation, subject identification, and academy training.
3. Initiate appropriate police action in response to complaints and work with supervisors on tactical matters.
4. Review case files and police reports to ensure actions conform to relevant laws and ordinances.
5. Oversees interviews, evidence collection, documentation of crime scenes, and preparation for court cases.
6. Interpret department policies, rules, and regulations for employees and the public.
7. Advise and assist police personnel in other units and law enforcement agencies to collaborate in investigations and emergencies.
8. Conduct periodic unit inspections and recommend improvements for facility conditions, and equipment operations.
9. Coordinate with district administrators on event planning and associated security initiatives.
10. Coordinate with district administrators on emergency responses and communication with parents and the public.
11. Perform technically difficult or uncommon police functions when necessary.
12. Engage in municipal law enforcement and crime prevention duties, maintaining community presence and documenting incidents.
13. Provide technical police services such as investigations, identification analyses, or community relations programs.
14. Supervise assigned police officers and civilian support staff.
15. Conduct roll calls, schedule work, assign duties, coordinate shift changes, and evaluate subordinates' performance.
16. Coach, arrange, or conduct training and development activities for subordinates.
17. Enforce personnel rules and regulations, resolve disputes, recommend commendations or discipline, and interview applicants.
18. Act on behalf of superior officers in their absence if assigned.
19. Maintain availability by radio or telephone for consultation on open cases or emergency callouts.
20. Schedule and report meetings.
21. Assist with administration by gathering data for program evaluation, policy development, and budget preparation.
22. Prepare and submit daily unit activity and other written reports to superior officers and maintain accurate records.
23. Maintain equipment, supplies, and facilities in clean, orderly, and safe conditions.
24. Perform job related duties as assigned by the supervisor.

### **Supervisory Responsibilities**

Supervise assigned personnel

### **Equipment Used**

District vehicles, firearms, handcuffs, alarm systems, fire extinguishers, security equipment, personal computer, typewriter, and copier

### **Physical and Mental Job Requirements**

#### **Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Strenuous walking, standing, and climbing; ability to operate a motor vehicle; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Work outdoors in varying climate conditions; drive in different areas of the district at odd hours; on call 24 hours a day.

**Terms of Employment**

250 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.