



Trinity Valley Community College

Job Description

Campus Police Sergeant

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Under direction of the Director of Campus Police and Public Safety, plans, directs, supervises, assigns, reviews, and participates in the work of enforcement staff involved in traffic and field patrol, crime prevention, community relations, and related services and activities. Oversees and participates in all work activities; assumes responsibility for assigned special programs, projects, or department-wide functions or activities; performs a variety of administrative and technical tasks relative to assigned area of responsibility.

REPORTS TO:

Director of Campus Police and Public Safety

SUPERVISES:

On duty Police Officers

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

High School Diploma or GED

EXPERIENCE REQUIRED:

Two (2) years' experience in a law enforcement position. And at least one (1) year of service with the Trinity Valley Community College Police Department as a police officer.

OTHER LICENSES OR CERTIFICATIONS:

Must possess a current TCOLE peace officer license

KNOWLEDGE AND SKILLS REQUIRED:

- | | |
|--|--------------------------------------|
| • Typing/Data Entry | • Leadership/ Management |
| • Computer software proficiency – Microsoft Office | • Attention to detail |
| • Operating equipment – office or otherwise | • Time management |
| • Written and oral communication | • Organization |
| • Interpersonal and/or customer service skills | • Federal Regulations and Directives |
| • Public Speaking/Presenting | • Operational Systems and procedures |
| • Bookkeeping | • Budget and accounting principles |
| • Basic Math | • Compliance Law |
| | • Administrative practices |

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

RESPONSIBILITIES:

- Respond to incidents; manage significant police actions and on-scene operations; act as a first responder as necessary.
- Review incident reports, required forms, summons, records, and related documents prepared by officers to ensure accuracy and timely completion; instruct officer to make corrections.

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- Interpret, convey, and ensure implementation of agency policies, general orders, and methods; ensure that personnel have clear guidelines of authority and responsibility.
- Participate in the selection and hiring of personnel; assist in training and orientation of new employees; provide guidance to personnel.
- Prepare and process a variety of written reports and records pertaining to assigned activities, including daily activity reports.
- Respond to major crimes, accident scenes, and emergencies; assume initial command; may act as incident commander until such time as a higher-ranking person assumes command.
- Provide a full range of administrative support to Director of Campus Police and Public Safety; investigations and operations studies; recommend modifications to programs, policies, and procedures as appropriate; prepare departmental policies and procedures; prepare and present staff reports and other necessary correspondence.
- Participate in budget development; prepare and plan budget requests.
- Participate in all normal shift activities as necessary including enforcing local and state laws; issue citations and make arrests.
- Prepare and maintain shift schedules for patrol, schedule time off and leave requests.
- Establish and maintain effective working relationships with the public and other law enforcement agencies.
- Expected to always follow department chain of command.
- Work prolonged and irregular hours, including weekends, evenings, nights, and holidays; work any patrol shift to ensure proper police coverage is maintained due to shortage of staff, participate in providing security detail for college sanctioned functions such as but not limited to graduations and athletic events, participate in the "on call" program during any dates the college is closed.
- Perform other related duties as assigned by the Director of Campus Police and Public Safety.
- Assign and supervise the work of police officers on various shifts and various units, including patrol and special duty units.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Seat Belts
- Shoulder Harnesses
- Safety equipment
- Fire Extinguisher
- Radio Communication Equipment
- Cellular Phone
- Video Monitoring Equipment
- Instructional Equipment
- Automatic Life Equipment
- Fax machine

PHYSICAL DEMANDS:

- Requires: Climbing, Balancing, Crouching, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Finger dexterity, Grasping, Feeling, Talking, Hearing, Seeing, Repetitive Motions, Sedentary, Computer Work
- Subject to: Stooping, Kneeling, Crawling
- May need: Medium Work
- Occasionally need to: Light Work to Very Heavy work

MENTAL DEMANDS:

- Hazardous Physical Conditions: Less than 25% of the time
- Atmospheric Conditions: Less than 25% of the time
- Hazardous Materials: 25-50% of the time
- Extreme Temperatures: More than 50% of the time

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- Inadequate Lighting: 25-50% of the time
- Work Space Restricts Movement: Less than 25% of the time
- Intense Noise: Less than 25% of the time
- Environmental: Less than 25% of the time
- Emotional control under stress: 25-50% of the time
- Frequent interruptions: Less than 25% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 10/12/2021

Classification:	Public Safety-Staff	Coordinating/Non-Coordinating:	C
FLSA Status:	Non-Exempt	TVCC Job Code:	1594
DBM:	C	Travel Required:	Less than 25% of the time
IPDEDS/SOC CODE:	33-1012	Employment Status:	Full-Time
Salary Grade:	200	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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