



# DUNCANVILLE ISD

*Writing success stories, one student at a time.*

**Job Title:** Police Sergeant

**Wage/Hour Status:** Non Exempt

**Reports To:** Chief of Police

**Pay Grade:** Police Pay Group

**Dept. /School:** Police Department

**Date Revised:** 10/5/2018

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**Primary Purpose:** Provide first line supervision to police field, investigative, and training operations, and personally perform field, investigative, and administrative duties. Responsible for supervision of personnel and the administrative duties for an assigned unit, in addition to performing the full range of duties of a police officer. Maintain and enforce municipal, county, and state ordinances and laws as well as policies, directives, and standards of the district.

## **Qualifications:**

### **Education/Certification:**

- Degree preferred
- Texas Police Officer License with an Advanced Certificate issued by the Texas
- Commission on Law Enforcement (TCOLE)
- Valid Texas driver's license

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

- Knowledge of overall operations of a police department
- Knowledge of criminal investigation, police report writing, criminal law, and computer skills
- Training in subduing offenders, including use of firearms and handcuffs
- Bondable as required by Texas Education Code 37.081(h)
- Strong communication, public relations and interpersonal skills
- Ability to quickly analyze situations and adopt effective course of action
- Knowledge of writing clear and concise reports
- Demonstrate keen power of observation and memory
- Ability to work well with youth and adults

### **Experience:**

Must have 3 years law enforcement experience with impeccable performance record

## **Major Responsibilities and Duties:**

### **Law Enforcement:**

- Ensure enforcement of all laws including municipal ordinance, county ordinances, and state laws within board policy and the jurisdiction of the district
- Investigate criminal activities that occur within the jurisdiction of the district or support other agencies conducting investigation



- Use sound judgment and work with minimum supervision
- Gather, assemble, analyze, evaluate and use facts and evidence; deal effectively with simultaneous activities. Quickly analyze situations and adopt effective courses of action

### **Department Management:**

- Supervise personnel and administrative duties for an assigned unit, section and/or team including the coordination of equipment, staffing and management of the section budget
- Assist in supervising and evaluating performance of all police officers and civilian staff in the implementation of and adherence to all departmental rules and regulations
- Work cooperatively with other staff to develop and implement proactive security programs, gang management plans, and other safety programs
- May be assigned to an administrative area or to command shift personnel during a specific watch to direct duties and activities associated with law enforcement
- Be aware of recent court rulings pertaining to police activity and ensure compliance of district police officers to minimize liability

### **Safety:**

- Assist in developing procedures for the safe handling and use of firearms
- Administer first aid
- Follows procedures of criminal law with particular reference to the apprehension of juveniles, arrest and custody of persons and juveniles committing misdemeanors and felonies.
- Knowledge of rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases
- Effectively communicate with and elicit information from upset and irate citizens

### **Personnel Management:**

- Assist in the supervision and scheduling of police officers and staff assigned
- Make sound recommendations relative to personnel selection, placement, transfer, retention, and dismissal

### **Administration:**

- Maintain property room for storage of weapons, contraband, etc., confiscated on and off district property
- Ensure that department operations are cost effective and funds are well managed
- Compile budgets and cost estimates based on documented department needs



- Recommend policies to improve the department
- Compile, maintain, and file all reports, records, and other documents required
- Other duties as assigned

**Supervisory Responsibilities:** Supervise police officers and civilian staff

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** District vehicle, firearms, handcuffs, security equipment, two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals

**Posture:** Prolonged sitting and standing

**Motion:** Strenuous walking and climbing; frequent keyboarding/mouse, prolonged driving

**Lifting:** Moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather), moderate exposure to noise, frequent districtwide travel

**Other:** Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously

**Mental Demands:** Maintain emotional control under stress; prolonged hours; on call 24 hours a day.

*\*Districts employing police officers must have adopted policies CKE (Legal) and DEB (Legal). The district must also have a memorandum of understanding that outlines reasonable communication and coordination efforts between school police department and law enforcement agencies that have overlapping functions.*

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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.

Employee Print Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_