District Police, Staff Sergeant

FLSA Status: Non-Exempt
Pay Grade: 18
Job Title ID: 282007
Job Series/Job Family: College Operations / Security Family

Reports To

District Police, Lieutenant

Job Purpose

To supervise District Police Officers and provide patrol and investigative services; to document and monitor the fleet administration and equipment program, sex offender registration program, and parking program.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Maintains and monitors records and budget for fleet administration and police equipment.
2. Documents and monitors ACC's sex offender registration program.
3. Monitors the ACC parking program and related citation activity.
4. Arrests, restrains, transports, and books subjects, and performs all duties of a licensed police officer within the context of a College environment.
5. Investigates criminal offenses, traffic accidents, injury reports, and various other reported situations.
6. Supervises District police personnel, schedules, reviews work, approves time sheets, coaches, and develops employees. Supervises daily shift operations and trains and evaluates staff. Coordinates hiring activity with Human Resources and conducts police personnel background checks.
7. Reviews and approves reports, reviews citations, posts legal updates, and logs lost and found.
8. Writes reports, files cases, and testifies in court.
9. Assists students, faculty, and other campus visitors with questions, directions, issuing parking permits, opening buildings and classrooms, and various other activities.
10. Responds to emergency calls on campus.
11. Informs and works collaboratively with Campus Managers on all issues and operations related to campus safety and security, and to address identified campus needs and concerns.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Texas Penal Code, Texas Code of Criminal Procedure, Texas Family Code, Texas Education Code, Texas Motor Vehicle Code, and Texas and National Criminal Information Centers (TCIC/NCIC), and federal/state sex offender registration requirements.
- Current principles and practices related to safety and security.
- Investigative and interrogative procedures, and techniques and protocols for observation and memorization of critical details.
- General knowledge of budget, bid, inventory, and procurement policies of ACC.
- Hazardous chemicals and materials, first aid, and CPR.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, which may include evenings, nights, and weekends.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Care, maintenance, and safe operation of firearms and impact weapons.
- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Reviewing and preparing narrative and statistical reports and records.
- Communicating with violators and mediating difficult situations.
- Operating motor vehicles during emergency, high-risk situations.
- Following and effectively communicating verbal and written instructions.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications, specifically Excel spreadsheets.

Physical Requirements

Required

- May be exposed to hazardous chemicals, drugs, and infectious and communicable diseases.
- May be required to physically restrain persons
- Occasional lifting objects up to 50 pounds.
- Subject to physical harm such as weapons and physical attacks.
- Subject to standing, walking, sitting, bending, reaching, kneeling, and running.
- Work is performed primarily in an external environment with exposure to inclement weather and varying temperatures.

Work Experience

Required

- One year work experience in law enforcement.

Preferred

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- One year work experience in law enforcement at ACC District Police Department.

Education

Required

- High School diploma or equivalent.

Preferred

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Licenses/Certifications

Required

- Valid Texas Drivers License, CPR and Basic First Aid Certification.
- Must meet all Texas Commission on Law Enforcement Officer Standards and Education requirements for employment as a police officer.

Other

Required

- District Police Officers must be able to work at or on any District property and must be able to work any of three shifts covering twenty-four hours a day, seven days a week.
- Ability to successfully complete background check, drug screen, and psychological and physical examinations prior to employment. Past supervisors may be interviewed for a reference.

Preferred

- Knowledge of College's and District Police Department policies, procedures, and standard operating practices.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.