

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: POLICE SERGEANT

Reports To: Designated Supervisor

UW Job Code: 7239

UW Job Family: 71 - Service/Maintenance/Security Supervision

SOC Code: 33-3051

FLSA: Non-exempt

Pay Grade: 23

Date: 4-1-95 (revised 7-2-00; 7-1-02; 4-4-03; 7-1-04; 7-1-06; 7-1-08; 11-2-18)

JOB PURPOSE:

Supervise activities of subordinate officers. Provide quality law enforcement services through protection of life and property; preservation of the peace; crime prevention; and enforcement of all laws, ordinances, and university regulations in a fair and impartial manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assign subordinate personnel to posts and patrol duties.
- Provide supervision and guidance for all officers.
- Assist with conducting shift briefings/training sessions and ensure that all shift personnel are prepared for duty.
- Train and develop designated staff in methods and procedures; assign, check and approve work.
- Respond to emergency and non-emergency calls in a prompt, professional manner. Types of calls include fire, medical, crime reports, disturbances, requests for transport, crimes in progress, as well as burglar, fire, and panic alarms. Provide emergency first aid as needed.
- Perform preventative patrol and proactively engage with the University community in the course of daily patrol. Patrol may be in the form of vehicular, bicycle, or on foot.
- Utilize community-oriented policing techniques to prevent crime and enhance the quality of life on campus.
- Make physical arrests, process arrestees and initiate criminal prosecution. Issue citations and prepare criminal complaints.
- Maintain current training and use of technological applications in photography, evidence collection, and surveillance.

- Facilitate the movement of vehicular and pedestrian traffic on University property and enforce traffic and parking violations.
- Staff special event assignments, including athletic competitions and other campus activities and events. Maintain crowd control and provide instructions and directions to event attendees and staff.
- Act as an information resource for visitors and community members; keep abreast of departmental and university activities.
- Employ effective community service-oriented techniques, ensuring positive and professional interactions are maintained with University community members. Routinely interact with residence assistants (RA) and other University faculty, staff, and students during normal patrol; share crime prevention information and valuable safety and security techniques.
- Prepare well-written reports through electronic CAD Systems and field notes of investigations and patrol activities.
- Participate in annual legal updates as dictated through local, state, and federal law.
- Perform other duties and assist with special projects as assigned.

COMPETENCIES:

- Analysis/Problem Identification
- Developing Organizational Talent
- Individual Leadership
- Influence
- Integrity
- Service Orientation
- Stress Tolerance
- Quality Orientation

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree (or successful completion of 120 college credit hours) or current Wyoming peace officer certification required.**

Experience: **2 years law enforcement experience.**

Required licensure, certification, registration or other requirements:

- Certification as a Police Officer in the State of Wyoming is necessary.
 - NOTE: Continuing education/skills are required to maintain certification. Police Sergeant must maintain physical fitness standards as determined by Chief of Police in order to perform maximum physical effort when required.
- Applicants are subject to a thorough background and reference investigation.
- Valid Wyoming driver's license is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of traffic, civil and criminal law, city ordinances, and all University rules and regulations.

- Thorough knowledge of modern principles, practices, equipment, and techniques of police administration, organization, and operation.
- Ability to plan, layout, direct, and coordinate the work of subordinates.
- Ability to understand and execute oral and written instructions.
- Ability to effectively communicate oral and written instructions to subordinates.
- Ability to effectively take command and act in a calm and effective manner in emergency and disaster situations.
- Ability to establish and maintain effective working relationships with subordinates, other law enforcement groups, and the general public.
- Ability to train others in enforcement, regulatory, and investigative methods and procedures.
- High degree of integrity, moral character, and personal behavior.
- Knowledge of safety and security precautions appropriate to work performed and work supervised.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Skill in completing accident and criminal investigations.
- Knowledge of laws, regulations, methods, and techniques in area of specialty.
- Ability to provide legal depositions and testimony.
- Knowledge of organizational structure, workflow, and operating procedures.
- Skill in providing protection services to individuals on campus.
- Ability to gather and organize legal evidence.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to perform inspections and/or approve installations.

WORKING CONDITIONS:

Patrol by foot, bicycle, or other law enforcement vehicle, in/outdoor environments; regularly exposed to hazards associated with law enforcement.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.