

Classification Specification: Police Sergeant

Classification Number:	26613	Pay Grade:	11
Effective Date:	September 27, 2013	Current Exemption Status:	Nonexempt

Position Summary

Under general supervision from a Police Lieutenant, Police Captain or other administrative supervisor, supervises lower level police officers, dispatchers and student employees assigned to a shift, unit or special event. Documents incidents, investigates crime, apprehends and arrests violators, protects lives and secures buildings and property.

Essential/Primary Duties

- Plans, directs and evaluates the work of lower level police officers, dispatchers and student employees. Assigns and monitors work duties. Schedules officers and coordinates work flow to ensure priorities are achieved and policies are followed. Reviews and approves/disapproves work product of lower level officers, including reports, court paperwork and lesson plans for training.
- Performs emergency and non-emergency law enforcement/policing duties, including enforcing state laws, city ordinances and university policies. Issues citations, apprehends/arrests violators, and testifies in court. Patrols university property on foot, bicycle or in motor vehicle and carries a firearm. Directs traffic, conducts investigations, and writes reports. Performs crime prevention activities and makes presentations. Relieves dispatchers, answers phones and dispatches calls via radio.
- Reviews and approves/disapproves, monitors, maintains and processes records of subordinate employees' work hours/overtime, compensatory time, sick leave, vacation and personal leave.
- Attends command staff meetings and training courses. May recommend policy changes and revisions, and participates in researching, drafting, and conducting specialized training on new policies or programs.
- Participates in the evaluation and performance appraisals of lower level officers. Counsels subordinates, issues performance notes, letters of counseling, letters of recognition and reprimands as appropriate. Recommends personnel actions to higher ranking command staff (e.g., promotion, suspension, layoff/recall, termination). Monitors and evaluates training of probationary officers.
- Assists in administration of the collective bargaining agreement. Participates in training subordinate employees on and enforcing policies and procedures. Resolves problems, addresses employee concerns and complaints, and adjusts grievances at initial step.
- In the absence of a Police Lieutenant, performs other duties as assigned including investigating complaints against lower level officers.

Experience and Education

Experience

- Three to five years related experience required as a full time Police Officer

Education

- High school diploma or GED required
- Must have and maintain a valid driver's license and be insurable under the University's insurance; OPOTC Peace Officer Certification

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Physical Requirements

Light work: with some physical demands such as continuously lifting/moving materials less than 25 pounds, but rarely moving more than 25 to 50 pounds.
May have to pursue and physically restrain or subdue combative persons; required to wear 20-30 pounds of equipment daily.

Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.
Must stand for long periods of time; exposed to extreme weather; exposed to unpredictable behavior of persons; performs traffic control on busy streets; and exposed to other law enforcement hazards. May be required to work some nights, weekends and holidays.

Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence

Supervisory Responsibility

Full-Time

Police Cadet, Police Officer 1, Police Officer 2

Part-Time

Providing Direction

Full-Time

Radio Dispatcher

Part-Time

Campus Service Officer, Camera Monitor/Dispatcher

Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.