JOB DESCRIPTION

Police Sergeant

**Definition of Class**
This is a sworn law enforcement officer position, in which the incumbent provides law enforcement protection and related services for the University covering both life and property. Incumbent maintains peace and order, enforces University rules and regulations, State and Federal laws, and supervises the shift officers in the absence of the supervisor.

**Examples of Work Performed**
Performs a variety of police duties in patrolling assigned area on foot or in police vehicles to detect crime or violation of University regulations and to arrest violators; patrols parking lots, outlying University properties and University buildings to ensure their security.

Regulates pedestrian and vehicular traffic; investigates traffic accidents and files preliminary accident reports; checks all automobiles on University property for improper parking, overtime parking and display of University registration decals; issues tickets for vehicular violations.

Assists emergency ambulance service and provides emergency first-aid treatment to members of the University community and to visitors; provides emergency escort service to the University community and to visitors where necessary.

Observes, detects and reports any unauthorized situations, which may lead to illegal or prohibited actions on campus, which could jeopardize the safety of the University community.

Maintains quality standards, by study and research, in order to keep abreast of advanced techniques and ideas designed to improve police performance.

Maintains public confidence and support by emphasizing public relations through providing information about the University related matters to students, staff, and the general public.

Provides security for special University events; provides transfer for University monies.

Makes arrests and prepares criminal cases and presents testimony in court or other hearings concerning traffic violations, criminal offenses, and disciplinary matters.

Participates in various crime prevention training programs, as directed, to promote public awareness of crime risk and prevention methods.

May be assigned FTO duties to provide field training to peer officers and may assume Officer In Charge (OIC) responsibilities.

Performs related or similar duties as required or assigned.
**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Performs a variety of police duties in an assigned area to preserve law and order.
3. Provides information to the University community and general public.
4. Conducts crime prevention training programs.
5. Supervises the shift officers in the absence of the supervisor.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift more than 100 pounds.

- **Vision:** Requirements of this job include close, color, and distant vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; and to use hands to finger, handle or feel objects, tools, or controls. The incumbent is occasionally required to walk; and to reach with hands and arms; and to stoop, kneel, crouch or crawl; and to climb or balance.

**Experience/Educational Requirements:**

- **Education:**
High School Diploma or equivalent (GED).

AND

- **Experience:**
Two (2) years of experience related to the above described duties.

- **Certification:**
Certification with the Mississippi Board of Law Enforcement Officer Standards and Training.

- **Licensure:**
Must have a valid driver’s license upon employment and a State of Mississippi driver’s license within (30) days of employment.

- **Additional Requirement:**
Must be 21 years of age and a U.S. citizen.
Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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“The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.” The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.