

## **Police Sergeant**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- 10% Initiates orders and directives to police officers and student police officers as necessary.
- 10% Assigns duties and ensures the completion of stated duties for the division by visually and physically inspecting completed duties and assignments as required. (This could be required during periods of extreme weather conditions).
- 10% Assists police officers and student police officers with buildings security checks and patrolling the campus as required, climbing stairs, and walking or driving a vehicle during all weather conditions. Stamina to stand or walk for extensive periods of time in all weather conditions is required.
- 10% Assist police officers and student police officers in responding to alarms at specified locations. Assists and/or directs securing the area and containing any emergency situation, and assists with the evacuation, if necessary, and determining the cause or origin of an emergency and assists with the evacuation, if necessary, and determining the cause or origin of any emergency. Requires physical stamina and strength and ability to run either getting to the emergency or chasing suspects, or carrying another person out of a building, removing a person from a vehicle that is involved in a traffic accident, etc.
- 10% Supervises police officers, student police officers, and radio dispatcher (classified and student) during the division tour-of-duty.
- 05% Supervises and performs investigations, including surveillance, interviews of witnesses, victims, and suspects, gathering of intelligence, ensures the security of and investigation of crime scenes.
- 05% Responsible for ensuring officers provide adequate security coverage and police protection for all areas of campus.
- 05% Initiates corrective action for problems encountered on the division's tour-of-duty whether in policy or verbally with officers, student police officers, and radio dispatchers
- 05% Must demonstrate a basic knowledge of Cardiopulmonary Resuscitations, basic First Aid, limitations of these skills for police officers, and the dangers and protective measure for blood borne pathogens and other transmittable diseases, and the ability to render aid at accidents, crime scenes, and medical emergencies; transport victim(s) to the nearest medical facility or assist medical professionals to do so. This may involve heavy lifting and carrying.
- 05% Must be able to perform all duties expected of Police Officer II personnel.
- 05% Protects evidence collected as required by law and the Department's Policy and Procedures Manual. Ensures that any crime scene remains secure until otherwise instructed by the Police Investigator and/or the Director.

20%	<p>Ensures that all division administration (forms and reports) is completed in a timely fashion; reviews each officer's reports and initials or signs as applicable; if correct, returns the report or form to the officer(s); if incorrect, informs the officer(s) as to what corrections must be made.</p> <p>Supervises and provides "On-the-Job Training" for newly hired police officers, student police officers, and radio dispatchers.</p> <p>Carries out any order(s) from the Director regarding his/her division.</p> <p>Supervises and performs the transport of money on and off the campus as required. This function may involve heavy lifting.</p> <p>Meets with University Housing officials and new students and parents during orientations each semester.</p> <p>Periodically teaches or assists with teaching points.</p> <p>Supervises and investigates complaints concerning traffic, parking, and individuals, etc.</p> <p>Recommends to the Director, police officers, student police officers, and radio dispatchers who should receive a letter of commendation or counseling, depending on the circumstances.</p> <p>Counsels police officers, student Police officers, and radio dispatchers working under his/her supervision before recommending disciplinary actions.</p> <p>Uses and is responsible for supervising the authorized use of the National Crime Information Center (NCIC) computer for his/her division.</p>
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#### **REQUIRED SKILLS AND ABILITIES:**

Must be at least 21 years of age, with three years of experience in law enforcement or the equivalent in college semester hours.

Must establish proficiency with a duty handgun and shotgun (12 gauge) and the ability to meet the requirements of the Police Officer Standards Training (P.O.S.T) on a semi-annual basis

Must possess a current, valid Louisiana Driver's License and be able to be certified by the Defensive Driving Course as administered by the Nicholls State University Directory of Safety and Hazardous Material Management.

Must be able to run, stoop, crawl, climb stairs, carry another human being, and stand for long periods of time without any physical limitations and during all kinds of weather conditions.

Must be familiar with and possess the ability (Manual dexterity) to operate a police vehicle, emergency lights, police radios, radio scanners, radar guns, telephones, Nation Crime Information Center (NCIC) computer, cassette tape recorders, apply handcuffs, computerized citations writers, etc.

Must possess the ability to drive a police vehicle and speak on the radio at the same time, and ensure that police officers and student police officers assigned to his/her division are likewise proficient.

**NECESSARY SPECIAL REQUIREMENTS:**

An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disability imposed by State and Federal laws are granted.

**CONFIDENTIALITY.**

Ensure adequate procedures for protecting the security, confidentiality and integrity of University records which may include student records.