



**Job Title:** Police Sergeant

**Department:** Police

**Reports To:** Appointed Police Supervisor

**Grade:** TS-09

**Number of Days:** 195 Days

**Security Access:** All Tulsa Public Schools Facilities

**Current Date:** December 1, 2014

**Overtime Status:** Non-Exempt

---

**Job Objectives:** The Sergeant position will allow for supervision in the field as needed which will increase our ability to meet service needs and establish a significant accountability piece that is currently one existent. The Sergeant will monitor day to day operations in the field reporting to the Captain and Deputy Chief of Operations.

**Minimum Qualifications:**

- Must be at least 21 years of age and a U.S. Citizen.
- Graduation from high school or GED equivalency.
- Possess a valid Oklahoma driver's license and have an acceptable driving record.
- Must pass a background investigation.
- Must not be a current user of controlled substances.
- No felony or other serious misdemeanor convictions.
- No domestic violence related convictions.
- Must be able to pass an MMPI test.
- Subject to post offer, pre-employment drug screen.
- Must be available any shift (Nights, weekends and holidays).
- CLEET certification preferred.
- Cannot have any formal disciplinary action within the previous 12 months of selection.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations.

- Demonstrate an attitude and behavior that reflects the values and mission of the department and the school district.
- Enforce applicable state, local, federal laws and campus policies.
- Conduct foot and mobile patrols of the campus, facilities and vicinity.
- Respond to reports of criminal activity and accidents; write reports.
- Attend departmental training as requested or required.

- Maintain accurate activity log; write and submit comprehensive reports.
- Provide emergency assistance during natural or manmade emergencies, fires, accidents, and personal injuries.
- Orally communicate campus regulations, rules and policies to members of the campus community and others on campus.
- Coordinate, with dispatchers and other officers, field activity via hand-held radio, and to receive information from such sources via hand-held radio.
- Work collaboratively with other officers, staff, supervisors, and guests.
- Work overtime or off-duty hours, if needed.
- Meet and maintain all standards and requirements for physical agility, strength and conditioning, and firearms, as required.
- Meet and maintain attendance requirements.
- Maintain a professional appearance and demeanor at all times.
- Other duties as assigned by Supervisors and/or Chief of Police.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to think logically and act quickly, often under tense, uncertain or emergency situations, and render sound decisions in accordance with applicable laws, rules, regulations, and policies.
- Ability to relate to and effectively communicate with all socio-economic groups.
- Ability to diffuse situations where necessary and respond appropriately when force is needed.
- Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local laws.
- Effectively use and maintain proficiency with law enforcement tools and weapons, to include: firearms, OC spray, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment, to include police vehicles, radios, and video systems.
- Conduct a variety of criminal and special investigations.
- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Effectively interview victims, complainants, witnesses, and suspects.
- Accurately observe and remember names, faces, numbers, incidents, and places.
- Control violent individuals and affect arrests.
- Administer first aid.
- Prepare and timely submit clear and concise reports and routine correspondence.
- Maintain contact and preserve good relations with the public; courteously respond to requests and inquiries from the public.
- Work independently in the absence of supervision.
- Understand and carry out oral and written directions.
- Meet and maintain required peace officer employment standards.

- Meet and maintain departmental firearms qualifications standards.
- Meet the physical requirements necessary to safely and effectively perform assigned duties.
- Secure information from witnesses, victims, and suspects.
- Undertake and satisfactorily complete all required and assigned in-service training programs.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of duty.

**Supervisory Responsibility:**

- May be required to supervise security guards depending on assignment.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Work in a school environment with a diverse population.
- Extensive interaction with the public, specifically juveniles enrolled in the district.
- Interact with other agencies in a multijurisdictional environment.
- Deal with special needs students in a variety of situations.
- Shift work with fluctuating schedule as necessary to meet the needs of the department and the district.
- May be required to be in an "on call" status.

Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.