

The University of Texas System - Office of the Director of Police

Job Classification Description

Job Title:	Sergeant	FLSA Status:	Non-Exempt
Job Code:	6320	ORP Eligible:	No
Job Class:	Classified	Last Revised:	1/19/26

Purpose of Position: Responsible for the direct supervision of police officers, security personnel, and civilian employees of the department engaged in, and in support of, the protection of life and property within areas under the jurisdiction of The University of Texas System. Exercises independent judgment within limits prescribed by law, Board of Regents' Rules and Regulations, and ODOP-approved policies and procedures. Serves as a Campus Security Authority (CSA) under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Maintains the highest ethical standards and ensures that all subordinate personnel uphold ODOP and institutional values of integrity, respect, accountability, and service.

Essential Functions:

- Performs all peace officer duties as required.
- Supervise and participate in law enforcement and security operations to preserve peace, prevent crime, and enforce applicable laws and regulations.
- Direct and review criminal investigations, traffic enforcement, safety initiatives, and enforcement of the Rules and Regulations of the Board of Regents.
- Monitor officer and security personnel performance; provide coaching, feedback, and corrective action as needed to ensure compliance with ODOP policies and institutional regulations.
- Prepare and review operational and administrative reports; analyze workloads and plan work schedules to maintain effective staffing.
- Maintain awareness of departmental policies, legal updates, and ensure staff understanding and compliance.
- Provide training, mentorship, and leadership development for assigned personnel, fostering professionalism and ethical accountability.
- Coordinate with other law enforcement agencies and University departments to support safe and effective operations.
- Conduct inspections, audits, or special investigations as directed.
- Serve on committees or working groups related to safety, policy, or emergency preparedness.
- Assist in the selection, background investigation, and onboarding of personnel.
- Attend professional development programs to maintain certifications and leadership competency.
- Perform other duties as assigned by supervisory or administrative authority.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department. Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval by the Office of Employee Services. This job classification may contain positions that are security sensitive and thereby subject to the provisions of Texas Education Code §51.215.

Minimum Qualifications:

- Sixty (60) college credit hours from an accredited institution of higher education and three (3) years of full-time, continuous service as a commissioned peace officer. Service may be with any state, local, or federal law enforcement agency meeting applicable professional standards OR
- Minimum five (5) years of full-time, continuous law enforcement service AND
- Active TCOLE Peace Officer License.
- Texas Commission on Law Enforcement (TCOLE) Intermediate Certificate.
- Must possess a valid driver's license not subject to suspension and must be eligible to drive without limitation a motor vehicle owned or leased by The University of Texas System.

Preferred Qualifications:

- Prior supervisory or leadership experience in a law enforcement setting.
- TCOLE Advanced Certificate or higher.
- TCOLE Instructor Certificate.

Knowledge, Skills, & Abilities:

- Knowledge of federal, state, and local laws and University policies.
- Ability to supervise and lead personnel effectively.
- Strong written and verbal communication skills.
- Sound judgment and decision-making under stress.
- Ability to build trust and maintain professional relationships with a diverse university community.
- Knowledge of emergency response, first aid, and CPR procedures.
- Proficiency with police technology and communications systems.
- Must be proficient in the operation and safety procedures for all equipment utilized by the University Police Department necessary to perform assigned duties
- This position is classified as security-sensitive, subject to the provisions of Section 51.215, Texas Education Code.

Working Conditions:

Duties involve driving, standing, walking, running, stooping, climbing, crouching, pushing, pulling, lifting, carrying, reaching above the head, grasping, and other physically demanding activities. Use of personal computer and other standard office equipment. Must maintain good physical condition, agility, vision, hearing, and overall fitness required to perform law enforcement duties safely and effectively. Work may occur indoors or outdoors under varying weather and environmental conditions. Work involves exposure to potentially hazardous or dangerous situations inherent to law enforcement duties. May be assigned to any shift, including nights, weekends, and holidays, as required for operational readiness.