



Job Title: Police Sergeant

Department: Campus Police and Security Services office

Reports To: Appointed Police Supervisor

Grade: TS-09

Number of Days: 12 months

Security Access: All Tulsa Public Schools Facilities

Overtime Status: Non-Exempt

Last Revised Date: December 4, 2017

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: 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 during the school and summer scheduling, and sometimes including after hours as needed that is currently non-existent. The Sergeant will monitor day to day operations in the field reporting to the Lt. Investigator, Major, and Chief of Police.

Minimum Qualifications:

Education:

- Graduation from high school or GED equivalency

Specialized Knowledge, Licenses, etc.:

- CLEET certification preferred

Other:

- Must be at least 21 years of age and a U.S. Citizen
- 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)
- 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. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Demonstrate an attitude and behavior that reflects the values and mission of the department and the school district Destination Excellence: Equity, Character, Excellence, Team, and Joy; and exemplify an attitude of the service culture; be an exemplary model of the listed values, Community Policing, Restorative Justice
- 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 police regulations, rules and policies, SOPs, and values to members of the campus police and school community
- 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, guests, school leaders, and members of the school community
- 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
- Display ability to work collaboratively with others on a team
- 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
- Communicate and report significant incidents with accuracy to the Chief of Police
- 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 special assignments and security guards depending on assignment, working closely with the Lieutenant Investigator

Working Conditions: 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 committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.