

UNIVERSITY POLICE SERGEANT

Supervise police officers in performance of regularly assigned patrols and incident investigations. Prepare shift notices and assignments. Conduct pre-hire evaluations of prospective police candidates. Conduct performance evaluations. Make recommendations in matters concerning employee discipline and retention. Patrol the campus by foot and/or vehicle to prevent crime or disturbances of businesses and persons within the University. Note suspicious persons and unusual conditions and makes preliminary investigations. Examine buildings and check doors and windows for security. Report hazards that endanger public safety such as damaged utility structures, traffic signals, etc. responsible for law enforcement duties for the protection, safety and welfare of students, employees, visitors, and all property within the area under the control and jurisdiction of Hampton University. Exercise independent judgment within the limits prescribed by law, rules and regulations of the Board of Trustees, University rules and regulations and Police Department Policies and Procedures.

Duties and Responsibilities:

Prepares and conducts patrol shift briefings including inspections of officers' appearance, equipment and beat assignment. Supervises and evaluates the performance of subordinates including disciplinary actions, continued training and counseling. Performs the full range of Police Officers duties. Reviews reports in a timely manner while assuring accuracy completeness and grammatical correctness. Monitors scheduling to assure efficient and effective use of personnel and budget resources. Investigates complaints concerning the conduct or performance of subordinates. Assures continuous accurate information flow between the administration and the officers supervised. Maintains proficiency in the use of police related equipment. Appears in court, and is available to testify in matters which he/she has knowledge whether it be crime or civil. Assist in the screening and assessing of applicants. Performs related duties as assigned. Must be familiar with current Virginia laws, Chief's Directives and Policies and procedures. Must be willing to work any shift based on needs of the department. Must be able to provide training and guidance to new recruits, security officers and veteran officers. Must maintain a professional and pleasant demeanor as a representative of the University Police.

Requirements:

Must already be Basic Law Enforcement Certified. Knowledge of City ordinances, state and federal laws and intent of Virginia criminal law; adult and juvenile judicial procedures; civil and constitutional laws; principles of supervision and progressive discipline; regulations and policies and procedures; laws of arrest and search and seizure; techniques of interviews and interrogation; crime scene management; oral and written communication skills. Ability to supervise the day-to-day operations of a patrol section; ability to supervise the day-to-day of a crime prevention section; prepare clear and concise written reports; communicate effectively, both orally and in writing; assign and review work of subordinates; analyze dangerous situations and effectively identify a safe course of action to resolve the conflict; determine appropriate level of response to a given situation; exercise authority in a positive manner while maintaining discipline within the work group; work with the campus community in a courteous respectful manner; train and evaluate personnel; process disciplinary action; plan and organize work; evaluate, identify and recommend improvements in operations, systems, procedures and policies; meet established time lines; identify problems with subordinates' work and take corrective action; praise good work by subordinates. Must be knowledgeable in the Rules of Evidence and investigative techniques.

Qualifications:

In good physical condition, including vision and hearing. Able to hear and speak and fully use arms and legs. Must be capable of using force to gain control and compel compliance of a lawful order by an unwilling suspect, to include wrestling, grappling, and fighting. Must be capable of using physical force, less than deadly force (baton, pepper spray, and/or Taser), or deadly force when appropriate and in accordance with the law. Communicates effectively orally and in writing, and gives instructions in a precise, understanding manner. Establishes and maintains harmonious working relationships and deals tactfully with others. Establishes rapport with persons from different ethnic, cultural, and/or economic backgrounds. Interacts well with people who are under physical and/or emotional stress. Maintains a calm manner in stressful and emergency situations. Makes decisions and acts quickly in dangerous or emergency situations. Exercises discretion in handling confidential information. Prepares general reports, and maintains accurate records. Assembles items of information in accordance with established procedures. Utilizes investigate techniques to obtain information. Understands and applies the laws, rules, and regulations governing assigned unit activities. Understands, applies, and explains the policies, procedures, specifications, guidelines and standards governing assigned unit activities. Analyzes and determines the applicability of data, draws conclusions, and makes appropriate recommendations. Safely operates a motor vehicle and has a history of safe driving (no less than-2). Coordinates the efforts of others to accomplish assigned work objectives. Meets physical stamina and endurance standards established by the Department of Criminal Justice Services. Must pass fit-for-duty medical/ psychological examinations and polygraph examination as required.

How to Apply

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either in person, via email at HROffice@hamptonu.edu, or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

****No phone calls**

****Incomplete applications will not be considered**

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.