

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Police Sergeant (Supervisory)

Class Code: 7522

Pay Grade: 122

GENERAL CLASS DESCRIPTION:

Under general supervision, exercises supervisory control over a unit of Police Officers and Trainees, Security Guards, and Public Safety Dispatchers as directed to ensure proper performance of duties. Provides back-up for other Public Safety staff at the scene of accidents and incidents. Provides administrative supervision to sworn personnel as required. Evaluates performance of assigned merit and student staff.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Monitors activities of subordinate staff by driving through their assigned zones on campus and by other means observing and reviewing their work. Reports violation of departmental policies to Lieutenant and recommends corrective action.
2. Directs and instructs shift officers and advises subordinate staff on departmental policies. Provides the communication link from the Lieutenant and department administration to the Police Officers and back.
3. Evaluates strengths and weaknesses of Police Officers for input into performance appraisals.
4. Interviews, recommends hiring and supervises the training of new employees; checks and evaluates the performance of subordinate personnel, makes recommendations with respect to personnel actions.
5. May assume duties of the shift commander in the absence of the Lieutenant.
6. Performs the duties of Police Officer.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of state criminal and traffic code, city ordinances, and Constitutional law.
2. Skill in observing and reviewing the work of Police Officers.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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3. Knowledge, skills, and abilities required to perform the duties of Security Guard, Police Officer, and Public Safety Dispatcher.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Possession of certification from the Iowa Law Enforcement Academy as a Law Enforcement Officer, or
2. Possession of law enforcement certification in another state and successful completion of all application and examination requirements as outlined in Iowa Administrative Code 501-3.8(80B), and
3. Two years experience at the Police Officer or equivalent level; or AA/AAS in Criminal Justice or Police Science or 60 semester hours/90 quarter hours from an accredited college or university and one year experience at the Police Officer or equivalent level.

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REVISION EFFECTIVE: JULY 1, 2023