



Job Description Montgomery Independent School District

Job Title: Police Sergeant*

Exemption Status/Test: Nonexempt

Reports to: Chief of Police

Date Revised: April 2025

Dept./School: Police Department

Salary: PG 3- Admin/Prof Hiring Schedule – 221 days

Primary Purpose:

Provide first line supervision to officers in the field for an assigned unit, in addition to performing the full range of duties of a police officer. Maintain and enforce municipal, county, and state ordinances and laws as well as district policies, directives and standards.

Qualifications:

Education/Certification:

High school diploma or GED

Texas Peace Officer License issued by Texas Commission on Law Enforcement (TCOLE)

Minimum of an Intermediate TCOLE Certificate

Five years of law enforcement experience as a full-time police officer in the state of Texas

Two years of law enforcement experience as a full-time police officer for the MISD PD

Clear and valid Texas driver's license

No disciplinary action above a verbal reprimand within the past year. No pending internal complaints

Special Knowledge/Skills:

General knowledge of overall operations of a police department

General knowledge of community based policing, campus based policing, criminal investigation, and police report writing, and criminal law, conflict resolution and de-escalation

Excellent communication skills

Physically and mentally capable of performing the duties of a police officer including detaining or arresting offenders, the use of handcuffs, and other related police equipment including proficiency with a firearm

Bondable as required by Texas Education Code §37.081(h)

Ability to plan establish responsibilities and organize work of officers and other staff

Ability to pass required physical, psychiatric, and drug tests

Ability to work well with administration, surrounding first responders, campus staff, students and parents, youth and adults

Experience:

Five years of experience as a fully commissioned police officer

Two years of experience as a fully commissioned police officer with Montgomery ISD Police Department

Major Responsibilities and Duties:

Law Enforcement

1. Responsible for oversight of subordinate officers and other staff.
2. Plan daily work assignments as well as short- and long-term scheduling of officers and other staff.



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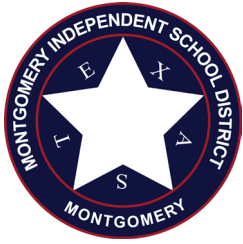
3. Patrol assigned campus(es) and routes walking or driving within district jurisdiction.
4. Respond to all calls from campuses concerning crisis situations, accidents, and reports of crime.
5. Investigate criminal offenses occurring within district's jurisdiction.
6. Collect and preserve evidence for criminal investigations including witness statements and physical evidence.
7. Arrest perpetrators, file appropriate charges, and ensure placement in jail or juvenile detention centers for law violations as necessary.
8. Write effective legal incident reports.
9. Testify in court as needed.
10. Be aware of recent court rulings pertaining to police activity and ensure compliance of district police officers to minimize liability.
11. Work cooperatively with other police agencies to share information and provide other assistance.

Safety

12. Help provide traffic control at athletic events, school closings or openings, or at any other time.
13. Provide protection to or escort district personnel as needed.
14. Operate all equipment including firearms according to established safety procedures.
15. Use sound judgment and effectively communicate with and elicit information from emotionally distraught students, staff, parents, and citizens.
16. Follow district safety protocols and emergency procedures.

Personnel Management

17. Supervise personnel and administrative duties of assigned unit or team including the coordination of equipment and staffing based upon priority and scheduling of activities in assigned area of the district.
18. Assist with the selection, training, supervision, and evaluation of staff and make sound recommendations relative to assignment, retention, discipline, and dismissal.
19. Schedule duty shifts of assigned unit or team.
20. Assist with the preparation, review, and revision of police department job descriptions.



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Administration

21. Compile, maintain, and file all physical and computerized reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.
22. Assist with maintaining property room for storage of weapons, contraband, and other items confiscated on district policy.
23. Assist with coordination of vehicles and equipment maintenance and repair.

Supervisory Responsibilities:

Supervise police officers and civilian staff.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: District vehicle, firearms, handcuffs, security equipment, two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals

Posture: Prolonged sitting and standing

Motion: Strenuous walking and climbing; frequent keyboarding/mouse, prolonged driving

Lifting: Moderate lifting and carrying (15–44 pounds)

Environment: Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather), moderate exposure to noise, frequent districtwide travel

Other: Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously

Mental Demands: Maintain emotional control under stress; prolonged hours; on call 24 hours a day.

**Districts employing police should reference Policies CKE (Legal), CKEA (LEGAL), and DBE (LEGAL) and adopt Policy CKE (LOCAL). The district must also have a memorandum of understanding outlining reasonable communication and coordination efforts between school police department and law enforcement agencies that have overlapping functions.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

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