

Police Supervisor I (Sergeant)

UNC Pembroke Police Department

Working Title: Sergeant

Vacancy Type: Exempt Professional Staff (EPS)

Min T/E Requirements: A minimum of an associate degree (or 60 hours of college credit) and 4 years of sworn law enforcement officer experience. Current certification from NC CJETSC as a commissioned police officer or certification eligible within an agency specified timeframe.

Recruitment Range: Commensurate Upon Education and Experience

Anticipated Hiring Range: Commensurate Upon Education and Experience

Job Description: Police Supervisors (Sergeants) report directly to the Senior Police Supervisor (Lieutenant). Works in conjunction with the Senior Police Supervisor to accomplish the day-to-day operational requirements of the department. Exercise general supervision and perform first-line supervisory duties over an assigned unit of employees and/or an assigned specialized unit, such as investigations. Ensures the continuity of departmental operations outside of normal business hours and/or in the absence of a higher ranking officer.

Responsibilities include general police supervisory actions, including but not limited to managing and directing general patrol duties and traffic management functions for an assigned unit or squad; directing and managing the day-to-day operations of the assigned unit; ensuring appropriate staffing levels for daily operations and/or special events; assigning personnel to ensure departmental objectives are met; directing and managing personnel assigned to special events; conducting, directing and managing initial investigations and follow-up investigations, as assigned; conducting orientation and training of officers; conducting inspections of officers and/or other assigned departmental personnel; conducting pre-shift briefings; reviewing all reports and investigations completed during a shift; reviewing and approving reports completed by assigned personnel to include officers' daily rosters, time reporting documentation, incident/investigation reports, student conduct reports, vehicle maintenance logs, etc.; coordinating officer activities; guiding police officers in community policing functions, including delivering and directing the delivery of crime prevention and community policing programs; administering discipline; conducting performance reviews; providing input

concerning operational planning; serving as the incident commander for incidents and events, when assigned or in the absence of a higher ranking officer; communicating effectively through interpersonal interactions and written documentation; ensuring compliance with departmental and university policies/procedures; attends and completes all mandated and/or assigned law enforcement, university, or other type training courses in a timely manner; assesses the need for training for subordinate personnel and works with the Lieutenant to coordinate needed training; and conducting other duties, as assigned.

See job posting on UNCP career page for additional information.

This position is Mandatory Personnel: Employees whose presence has been determined to be mandatory to University operations during certain types of adverse weather or emergency events

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Management Preference: Law enforcement experience in a higher education setting; Field Training Officer, First Line Supervisor and Crisis Intervention certifications.

License or Certification Requirement: N.C. Basic Law Enforcement Training (BLET) Certification. Valid, Current NC Driver's License required.

Opening Date: 05/19/2026

Closing Date: Open Until Filled

Quick Link to Posting: <https://jobs.uncp.edu/postings/13286>