Police Officer

Job Code 00007038

General Description
Responsible for providing a visible deterrent against crime within the university community.

Example of Duties
Respond to police calls from dispatcher.
Write police reports of all calls and incidents.
Patrol university streets, parking lots, and buildings.
Give traffic citations.
Appear in court for testimonies.
Prepare and present various crime prevention programs.
Conduct follow up investigations on initial reports.
Interview victims, witnesses, and suspects.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Texas penal law, uniform traffic code, code of criminal procedure, drug laws, education and family codes; federal, state, county, and city rulings; Constitution/Bill of Rights; UPPS; criminal investigation techniques; firearm operations; limited psychology; first aid; self defense; basic math.
Skill in: Establishing rapport with the university community; working as a team member on job tasks; interacting courteously with hostile contacts; negotiating; in presenting;
Ability to: Interpret and apply legal documents; review and correct case reports; understand policy and procedure manuals and written job descriptions; prepare clear, concise and grammatically correct reports and other documents; explain laws, policies, and procedures; determine cause and fault of cases.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Must be licensed as a State of Texas Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).

Revised 09/27/2012