

Police Officer

Job Code 7038

General Description

Provide a visible deterrent against crime within the university community while responding to calls for service or requests from the public for assistance. Complete initial criminal investigations and submit accurate and timely reports with minimal errors. Identify, apprehend and arrest criminal offenders. Respond to non-criminal incidents on university property to render assistance and also assist surrounding Law Enforcement agencies as needed.

Examples of Duties

Provide proactive patrols of university owned, leased or operated property by foot, bike and vehicle to provide a visible deterrence to crime.

Respond to police calls for service utilizing safe operation of a police vehicle; complete and submit accurate police reports in a timely manner; enforce State Laws, Local Ordinances, and all University Rules as appropriate; proper use of communication and recording equipment.

Prepare and/or assist in the presentation of Community Engagement activities or programs.

Work Special Events to provide security as assigned.

Serve and perform the required duties of a Campus Security Authority (CSA) as required by Jeanne Clery Act.

Provide court testimony as required.

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.

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.

Experience and Education

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. Must possess, at minimum, a Basic Peace Officer License from the State of Texas and a valid driver's license.

Other Requirements