

## District Police, Patrol Officer

**FLSA Status:** Non-Exempt

**Pay Grade:** 16

**Job Title ID:** 282000

**Job Series/Job Family:** College Operations / Security Family

### Reports To

District Police, Sergeant

### Job Purpose

To provide safety and security to the students, faculty, staff, visitors, and property at College campuses.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Performs all duties of a licensed police officer within the context of a College environment. Coordinates and assists other officers.
2. Writes and files daily logs, incident reports, issues parking permits, and citations.
3. Provides faculty and staff, students and visitors, with information and directions.
4. Opens and secures buildings and classrooms. Maintains departmental equipment and monitors College equipment inventory in routine patrols.
5. Testifies on behalf of the College in all court proceedings as required.
6. May be required to act as a lead police officer in orienting, training or assisting other officers.
7. Informs and works collaboratively with Campus Managers on all issues and operations related to campus safety and security, and to address identified campus needs and concerns.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Texas Penal Code, Texas Code of Criminal Procedure, Texas Family Code, Texas Education Code, Texas Motor Vehicle Code, and Texas and National Criminal Information Centers (TCIC/NCIC) requirements.
- Current principles and practices related to safety and security.
- Investigative and interrogative procedures, techniques and protocols for observation and memorization of critical details.
- Hazardous chemicals and materials, first aid, and CPR.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Care, maintenance, and safe operation of firearms and impact weapons.
- Interacting with people of different social, economic, and ethnic backgrounds.

- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies, and procedures.
- Communicating with violators and mediating difficult situations.
- Operating motor vehicles during emergency, high-risk situations.
- Following and effectively communicating verbal and written instructions.
- Establishing and maintaining effective working relationships

### **Computer Skills**

#### ***Required***

- Demonstrated proficiency using standard office software applications.

### **Physical Requirements**

#### ***Required***

- May be exposed to hazardous chemicals, drugs, and infectious and communicable diseases.
- Occasional lifting of objects up to 80 pounds.
- Required to physically restrain persons.
- Subject to extended periods of intense concentration in review of crime scenes, investigations, and preparing law enforcement reports.
- Subject to physical harm such as weapons and physical attacks.
- Subject to standing, walking, sitting, bending, reaching, kneeling, and running.
- Work is performed primarily in an external environment with exposure to inclement weather and varying temperatures.

### **Work Experience**

#### ***Required***

- Zero to six months related work experience.

#### ***Preferred***

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### **Education**

#### ***Required***

- High school diploma or equivalent; and successful completion of an Accredited Law Enforcement Agency Program.

#### ***Preferred***

- Thirty (30) college credit hours.

### **Licenses/Certifications**

#### ***Required***

- Texas Peace Officer License, and Valid Texas Drivers License.
- Must meet all Texas Commission on Law Enforcement Officer Standards and Education requirements for employment as a police officer.

### **Other**

#### ***Required***

- District Police Officers must be able to work at or on any District property and must be able to work any of three shifts covering twenty-four hours a day, seven days a week.
- Ability to successfully complete criminal background check, drug screen, and psychological and physical examinations prior to employment. Past supervisors may be interviewed for a reference.

#### ***Preferred***

- Knowledge of College's and College Police Department policies, procedures, and standard operating practices.

**Safety**  
***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.