THE UNIVERSITY OF TEXAS SYSTEM

JOB DESCRIPTION

4/22/14 6332

Police Officer IV, University Police

SUMMARY

Function: To enforce the law, provide service, information and aid to all citizens as circumstances require, prevent crime, suppress disturbances, investigate criminal offenses, and arrest offenders. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

Scope: Responsible for enforcement duties for the protection, safety and welfare of students, employees, visitors, and all property within the area under the control and jurisdiction of The University of Texas System. Exercises independent judgment within the limits prescribed by law, Rules and Regulations of the Board of Regents, institutional rules and regulations and Director of Police departmental policies and procedures.

DUTIES

Typical: To perform law enforcement duties on the property under the control and jurisdiction of The University of Texas System. Preserve the peace by the use of all lawful means, interceding, when authorized by law, to prevent or suppress crime. Provide service, information and directions to students, employees and visitors. Execute all lawful process. Arrest offenders with and without warrant when authorized by law. Investigate criminal offenses to detect and arrest criminals, recover stolen or lost property. Attempt to locate missing persons. Enforce traffic law by detecting violations, making violator contacts, placing violators in custody or issuing citations or warnings. Investigate motor vehicle collisions. Enforce Board of Regents' Rules and Regulations. Prepare reports on all activities, filing them with supervising officer. Identify potential security and safety hazards. Perform related duties as assigned.

Periodic: Discusses cases with prosecuting attorneys, prepares evidence, and appears as a witness in court.

SUPERVISION

Received: Work is reviewed by supervising officers through activities, reports, and observation of performance.

Given: As assigned

EDUCATION

Required: High school diploma or GED

Must possess a Master Peace Officer Certificate issued by the Texas Commission On Law Enforcement

EDUCATION (continued)

Preferred: Possess an Instructor Certificate issued by the Texas Commission On Law Enforcement.

EXPERIENCE

Required: At least 10 years experience as a full time commissioned police officer.

EQUIPMENT

Required: Must be proficient in the operation and safety procedures of all equipment utilized by the University Police Department necessary to perform assigned tasks.

ACCURACY

Proficiency in all phases of duties performed. Must demonstrate logical, effective problem solving ability. Must be able to provide creditable testimony in a court of law.

PHYSICAL CAPABILITIES

Duties involve driving, walking, running, standing, stooping, climbing, crouching, pushing, jumping over, pulling, carrying, reaching above head, lifting, lowering, hand-wrist and elbow motion, grasping, and holding. Excellent physical condition and vision, ability to hear and speak and full use of arms and legs.

WORKING CONDITIONS

Usual: Exposure to outside weather conditions. May be required to work either day or night on any one of three shifts with varying days off and on holidays. Work involves a degree of hazard.

# OTHER

Must hold a Peace Officer Commission, issued by The University of Texas System, and a valid driver's license not subject to suspension. Must be eligible to drive a University owned or leased motor vehicle. Must meet certain prerequisites established by the Director of Police, the Board of Regents, and the Texas Commission on Law Enforcement concerning age requirements and physical, mental, and educational standards. Effective written and oral communications skills. Must have the physical and mental capabilities to properly carry out responsibilities and duties as a commissioned police officer of The University of Texas System Police. Must possess knowledge and skills in emergency medical procedures, first aid and CPR techniques.

This position is classified as security-sensitive and thereby subject to the provisions of Section 51.215, Texas Education Code.