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| **Job Title:** Police Officer | **FLSA Classification:*** Exempt [x] Nonexempt
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| **Reports to:** Sergeant | **Location:**University Operations Building |
| **Department:** University Police | **Division:** Finance & Administration |
| **Employment Category:**[x] Full-Time ☐ Part-Time | **Paygrade:** |

**PRIMARY PURPOSE OF POSITION**

Perform responsibilities as a Police Officer for St. Edward's University. Performs police patrol, investigation, traffic regulation, and related law enforcement activities, consistent with the university mission, vision, and operating principles.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Represent the university in a professional and courteous manner.
* Pro-actively patrol while protecting the property of St. Edward's University to prevent crime, maintain the peace, and investigate criminal activities that may occur.
* Respond to emergency & non-emergency radio calls and investigate violations of the law and university policies & regulations.
* Enforce all applicable laws and university regulations.
* Conduct follow up investigations of crimes committed during assigned shift.
* Prepare cases for presentation in court and testify as a witness when called.
* Give directions, information and reasonable aid to students, faculty, staff, and visitors.
* Open and Close facilities as required
* Perform other duties as required.

**QUALIFICATIONS**

* Valid Police Officer License issued by TCOLE.
* Be 21 years or older at time of employment
* Possess a valid Texas Class C Driver's License, and have a good driving record (in compliance with university insurance carrier).
* No convictions of a class B or higher misdemeanor or its equivalent
* Good verbal and written communication skills; skill in operating computer systems
* Not prohibited by state or federal law from possessing a firearm.
* Be of good moral character, having temperate and industrious habits; be able to learn the applicable laws, policies, and departmental rules and regulations;
* Be able to follow verbal and written instructions;
* Be able to work flexible hours, rotating shifts, weekends, and holidays
* Must be in good health with the ability to pass a Physical Agility Test.
* High school diploma or equivalent required.
* Ability to complete required Field Training Program.
* Successful candidate must complete an education and/or criminal background check.

**WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

* Maintain an acceptable physical condition appropriate to the performance of assigned duties and responsibilities which may include but not limited to running, walking, crouching or crawling during emergency operations.
* Effectively deal with personal danger which may include dangerous people, animals, and hazards both natural and man-made.
* Maintain an acceptable level of visual and hearing acuity.
* Must not pose a threat to the health or safety of others.
* Load and unload Police equipment from a vehicle, including lifting object of 50 pounds. Bend or stoop to retrieve materials weighing up to 50 pounds.
* Able to climb stairs/ladders. Able to walk, stand or sit for extended periods of time.
* Must possess the physical strength and stamina to engage in a physical confrontation or combat.
* Able to perform life-saving and rescue operations.
* Must possess the ability to inspect remote sites which may require climbing and traversing rough terrain in all weather conditions.
* Must participate and pass requirements of the Department’s Wellness Program.
* Subject to hazards and potential physical dangers inherent in law enforcement work. Possible exposure to blood borne pathogens.
* Required to make arrests or to defend self against assault occasionally; requires considerable physical strength and agility.