

|  |  |
| --- | --- |
| **Job Title:** Police Officer | **FLSA Classification:*** Exempt [x] Nonexempt
 |
| **Reports to:** Sergeant | **Location:** Austin, TX |
| **Department:** University Police | **Division:** Finance & Administration |
| **Employment Category:**[x] Full-Time ☐ Part-Time | **Paygrade:** 317 |

**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**

* Proactively 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 shifts.
* 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
* Represent the university in a professional and courteous manner.
* Perform other duties as required.

**QUALIFICATIONS**

* Valid Police Officer License issued by TCOLE.
* Be 21 years or older at the time of employment.
* Possess a valid Texas Class C Driver's License, and have a good driving record (in compliance with the university insurance carrier).
* No convictions of 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 candidates 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 are 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 objects 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 be able to inspect remote sites, which may require climbing and traversing rough terrain in all weather conditions.
* Must participate and pass the 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.

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

|  |  |
| --- | --- |
|  | HR OFFICE USE ONLY: |
| **Approved by:** | *Signature of the person with the authority to approve the job**description* |
| **Printed Name of****Approver:** | *Printed name of the person with the authority to approve the job**description.* |
| **Date****approved:** | *Date upon which the job description was approved* |
| **Reviewed:** | *Date when the job description was last reviewed* |