



DATE ISSUED: 04/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Police Officer I

JOB SUMMARY

Performs patrol work on foot or by automobile on the campus and other University property. Duties involve providing for a safe and secure environment for all members of the University community through alert and thorough preventative patrol and the courteous delivery of services consistent with the needs of students, faculty, staff, and the general public. Maintains knowledge of and enforces criminal law by reducing opportunities for criminal activity and arresting offenders. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Police Sergeant or ranking superior

Supervises: No supervisory responsibilities

PRIMARY DUTIES - May include, but not limited to the following:

Directs traffic and/or provides security for events taking place on campus.
Patrols on foot/by automobile for fires, prowlers, disturbances, and infractions of traffic or criminal laws.
Reports all emergencies or irregularities immediately upon discovery.
Enforces local and state and federal laws, using force and/or weapons when necessary.
Apprehends and/or arrests suspects in violation of laws.
Transports offenders in custody to local jails and processes required paperwork.
Enforces University parking rules and moving traffic violations.
Investigates traffic accidents, thefts, burglaries, vandalism, assaults, and other offenses which occur on University property.
Secures crime scenes for investigation.
Locks and unlocks University buildings, activating or deactivating alarms as required.

Assists students, staff, and visitors with questions of University rules and location of buildings.
Receives and transmits information using a two way radio.
Transports individuals in emergency situations.
Prepares required department reports accurately and completely.
Respond to emergency call-out through the department pager system.
Perform the duties of a dispatcher or parking clerk as necessary.
Observes work and safety rules and reports discrepancies.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

High school diploma or equivalent required plus twelve hours of college courses. Successful completion of all requirements for Basic Police Officer Proficiency Certification as prescribed by the Texas Commission on Law Enforcement Officer Standards and Education.

EXPERIENCE

No professional experience required. Law enforcement or security experience preferred.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Working knowledge of office practices and methods.

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to respond to emergency situations in a timely manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and/or move more than 100 pounds.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed inside and outside the property with exposure to inclement weather and unpredictable crisis situations. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties. The noise level is moderate. The employee must have the ability to work any hours on any day. The employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____

Date: _____

Police Officer I
Date Issued: 04/07
FLSA: Non-Exempt
PTO: COVS

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.