

JOB INFORMATION

Effective Date	10/22/2021
Job Code:	9535
Job Title:	Police Officer
Salary Grade/Structure:	170 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	70-Service, Maintenance
Job Function:	Safety & Security
Job Family:	Security
Job Summary	The UHCL Police Officer is responsible for general police work for the protection of life, liberty and property, the enforcement of all laws of the State of Texas and the rules and regulations of the University; the detection and investigation of such violations; preservation of peace and public order; prevention and repression of crime; apprehension of violators of the law; and giving aid to those persons requiring assistance. The work involves an element of danger. The Police Officer receives specific assignments from supervisory officers and carries out assignments in accordance with established rules and procedures. Work is reviewed through written and oral reports and inspections. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus crime Statistics Act (Clery Act).

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
High School Diploma or GED	with 12 semester hours of college credit (non-police academy semester hours)	Required	
Bachelor's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	of full-time employment as a commissioned police officer with no more than one year break in service prior to appointment	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Certification from an accredited basic police officer certification school within the past two years or a current Peace Officer License issued by TCOLE		Required	

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Ability to understand and follow oral instructions, departmental and university policy, procedures, rules, regulations and the laws of the State of Texas. 	
<ul style="list-style-type: none"> Ability to establish and maintain effective working relationships with other employees, other law enforcement agencies and the public. 	
<ul style="list-style-type: none"> Ability to analyze situations and adopt a quick, effective and reasonable course of action. 	
<ul style="list-style-type: none"> Ability to learn the use and care of firearms and other specialized law enforcement equipment. 	
<ul style="list-style-type: none"> Ability to observe situations, to report and record them daily, including writing narrative reports. 	
<ul style="list-style-type: none"> Ability to display good skill in the use of a police vehicle and other issued equipment. 	
<ul style="list-style-type: none"> Must be able to act without direct supervision while on patrol and use independent judgment in emergencies. 	

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Preventative campus and adjacent campus patrols, both inside buildings and outside, on foot and with vehicle. Includes traffic enforcement. 	50%
<ul style="list-style-type: none"> Responds to and documents calls for service and records criminal offense reports. 	20%
<ul style="list-style-type: none"> Investigates criminal offenses reported to the police department. This includes interviewing complainants, witnesses, as well as suspects. 	5%
<ul style="list-style-type: none"> Maintains lost and found property/evidence collection, preservation, identification, storage, release and destruction. 	5%
<ul style="list-style-type: none"> Assists citizens through safety escorts, ancillary vehicle services. 	5%
<ul style="list-style-type: none"> Participates in committee assignments intended for department participatory management. 	5%
<ul style="list-style-type: none"> Conducts problem solving for quality of life issues for campus community. 	10%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	Yes
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description