

THE UNIVERSITY OF TEXAS SYSTEM
JOB DESCRIPTION

08/17/2011

6337
Police Officer

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.

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, including primary jurisdiction in all counties where the UT System has a real property interest and secondary jurisdiction in all other Texas counties. 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. Execute all lawful process. Arrest offenders with and without warrant when authorized by law. Investigate criminal offenses to detect and arrest criminals, and 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. Prepare various written reports narrating law enforcement and police activities. Give testimony in the criminal courts of this state and the United States. Confers with prosecuting attorneys, preserves evidence, and maintains confidential information. Confers with local law enforcement, criminal justice and emergency response agencies on matters of mutual interest.

SUPERVISION

Received: Direct supervision of work by Sergeant or other supervisor.

Given: None

EDUCATION

Required: High School Diploma or GED, successful completion of a TCLEOSE approved Basic Peace Officer Course, has passed the TCLEOSE exam

Preferred: 60 college hours from an accredited college or university

EXPERIENCE

Required: None.

Preferred: Possess Basic Peace Officer Certification from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE). Successful completion of the prescribed Field Training Program.

EQUIPMENT

Required: Proficient with all equipment utilized in the performance of assigned duties, to include but not limited to firearms, restraints, less lethal force weapons and techniques, automobiles, communications equipment, personal computers, investigative and surveillance equipment.

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. Good physical condition and vision, the ability to hear and speak.

This position requires:

- Working in Office Environment Yes
- Working in Patient Care Unit Yes
(e.g. Nursing unit; outpatient clinics)
- Exposure to human/animal blood, body fluids, or tissues Yes
- Exposure to harmful chemicals Yes
- Exposure to radiation Yes
- Exposure to animals Yes

PHYSICAL DEMANDS

Indicate the time required to do each of the following physical demands:

	Time Spent			
	Never 0%	Occasional ly 1-33%	Frequently 34-66%	Continuous ly 67-100%
Standing			X	
Walking			X	
Sitting			X	
Reaching		X		
Lifting/Carrying				
Up to 10 lbs				X
10lbs to 50 lbs			X	
More than 50 lbs		X		
Pushing/Pulling				
Up to 10 lbs				X
10lbs to 50 lbs			X	
More than 50 lbs		X		
Use computer/keyboard			X	

WORKING CONDITIONS

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

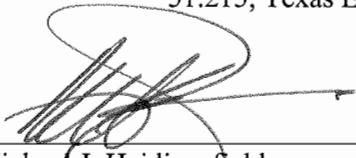
Any changes to this job description requires the prior approval of the Director of Police.

OTHER

Must hold a Peace Officer Commission issued by the Director of Police of 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 the prerequisites established by the Office of the Director of Police, the Board of Regents, and the Texas Commission on Law Enforcement Officer Standards and Education. 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 pass a physical agility test.

Must successfully complete a minimum six-month probationary period immediately following commissioning as a Police Officer.

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



Michael J. Heidingsfield
Director of Police