THE UNIVERSITY OF TEXAS SYSTEM

### JOB DESCRIPTION

06/10/14 6333

Corporal, University Police

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. Exercises independent judgment within the limits prescribed by law, Rules and Regulations of the U. T. System Board of Regents, Director of Police and component institutions, and police department policies and procedures. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

## DUTIES

Typical: 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. Provide service, information and directions to students, employees and visitors. Execute all lawful process. Arrest offenders with and without warrant when authorized by law. Investigate criminal offenses to detect and arrest criminals, 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. Enforce U. T. System Board of Regents' Rules and Regulations; prepare reports on all activities, filing them with supervising officer. Identify potential security and safety hazards. Perform related duties as assigned.

Periodic: Supervise an element of police personnel engaged in law enforcement duties and enforcement of Board of Regents and institutional rules and regulations. Discuss cases with prosecuting attorneys, prepares evidence, and appears as a witness in court.

SUPERVISION

Received: Work is reviewed by supervising officers through activities, reports, and observation of performance.

Given: As assigned.

EDUCATION

Required: 1) Sixty (60) semester college hours from an accredited college or university or,

2) Thirty (30) semester college hours from an accredited college or university and one year as a guard, dispatcher, telecommunications operator or parking controller at a U.T. institution or,

3) Thirty (30) semester college hours from an accredited college or university and two years of active military service with honorable discharge.

4) Thirty (30) semester college hours from an accredited college or university and two years of experience as a law enforcement officer, correctional officer, or jailer.

EDUCATION (Continued)

Required: Requires a Basic Peace Officer Certificate issued by the Texas Commission On Law Enforcement. Must pass a proficiency examination administered by the Chief of Police or designee.

EXPERIENCE

Required: At least eighteen (18) months experience as a full time commissioned police officer.

EQUIPMENT

Required: Must be proficient in the operation and safety procedures of all equipment utilized by the University Police Department necessary to perform assigned tasks.

ACCURACY

Proficiency in all phases of duties performed. Must demonstrate logical and effective

problem solving ability. Must be able to provide creditable testimony in a court of law.

# 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. Excellent physical condition and vision, ability to hear and speak and full use of arms and legs.

WORKING CONDITIONS

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

OTHER

Must hold a Peace Officer Commission issued by 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 certain prerequisites established by the Office of the Director of Police, the U. T. System Board of Regents and the Texas Commission on Law Enforcement concerning age requirements and physical, mental, and educational standards. Must have the physical and mental capabilities to properly carry out responsibilities and duties as a supervisor and commissioned police officer of The University of Texas System. Effective written and oral communications skills. Knowledge and skills in emergency medical procedures, first aid and CPR techniques.

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