



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 06/18
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Police Officer

JOB SUMMARY

Performs patrol work on foot, bicycle, 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

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

- Directs traffic and/or provides security for events taking place on campus.
- Patrols on foot, bicycle, or 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.

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- 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. Document successful completion of all requirements for Basic Police Officer Proficiency Certification as prescribed by the Texas Commission on Law Enforcement.

EXPERIENCE

No experience. Law enforcement or security experience preferred. Experience at other agencies which involve typical police duties 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.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to work any hours on any day. The employee must occasionally lift and/or move more than 100 pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, 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.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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.

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Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

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, gender, sex, sexual orientation, 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.