

# **Sul Ross State University**

## **Position Description**

**Official Title:** Police Officer

**Salary Group:** 11

**Job Code:** 7313

### **Summary**

**Function:** A responsible position involving the safeguarding of human lives and property.

**Scope:** Involves the regular patrolling of the campus and requires mature judgment under conditions of stress. Must be emotionally stable; honest; capable of functioning intelligently in a variety of situations; be able to communicate and act effectively; endure physical and verbal abuse and exhibit a balanced perspective.

### **Duties**

**Essential:** Shall patrol all University owned property; prevent criminal acts and civil disturbances; to arrest and/or refer to appropriate University officials those engaged in such activities; patrol assigned areas of the campus both on foot and in an automobile; advise, direct and give information to the general public; respond to and handle emergency calls involving a wide variety of situations; enforce State and Federal laws where applicable as well as published University Regulations; make arrests with and without warrants; conduct searches and seizures after establishing probable cause or obtaining proper warrants from a magistrate; investigate complaints from students, faculty, and staff and make preliminary investigations of crimes; conduct preliminary initial interrogation and interviews of victims, witnesses and suspects; make necessary reports and records in writing; initiate preliminary investigation of all criminal acts within the jurisdiction of the University; report all matters observed regarding safety and welfare of those on State property; safeguard property; collect, preserve, and maintain chains of custody of evidence; testify in courts; regulate and control traffic; investigate all traffic accidents, to include preparation of reports; enforce violations of moving and parking regulations and provide University services on a call basis; cooperate with other police units and agencies; operate and maintain departmental and personal equipment; perform miscellaneous duties and services as requested or assigned by superior officers. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

### **Supervision**

**Received:** Under the supervision of the Lieutenant of Public Safety.

**Given:** None

### **Education/Training**

**Required:** High school graduate or equivalent. Must have met requirements of basic peace officer certification as required by the Texas Commission on Law Enforcement Officer Standards and Education.

**Preferred:** Thirty or more semester college hours.

### **Experience**

**Required:** Good interpersonal skills and report writing ability.

**Preferred:** Understanding of school-based environment; one to two years law enforcement related experience.

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**Equipment/Skills**

Required: Valid driver's license with driving record acceptable to the University must be maintained as a condition of employment.

**Working Conditions**

Usual: Irregular working hours and days off. Required to work during night hours, weekends, and rotating shifts. Exposure to inclement and extreme weather conditions. Involves a degree of hazards and various other physical difficulties including stairs; steep inclines and livestock; position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: August, 2017