**Police Officer**

**Department:** Police Department  
**Job Status:** 1.0 Full Time  
**FLSA Status:** Non-Exempt  
**Reports To:** Police Chief  
**Grade/Level:** N/A  
**Amount of Travel Required:** No travel required  
**Work Schedule:** 40 hour week, schedule may vary, **Positions Supervised:** None  
12 Month

**POSITION SUMMARY:**

Provides for the safety and security of all members of and visitors to the Austin College campus and campus facilities by maintaining order, responding to emergencies, protecting people and property, enforcing laws and college policies, and promoting excellent community relations.

**ESSENTIAL FUNCTIONS (Duties and Responsibilities):**

**Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

**Essential Functions Statement(s)**

- Patrols the property of Austin College by means of foot, bike, golf cart or vehicle to preserve the peace by use of all lawful means.

- Enforces all Austin College rules and regulations, city ordinances, and State and Federal laws.

- Initiates arrests of persons in violation of law, in accordance with all State and Federal laws, city ordinances, and Austin College rules and regulations.

- Investigates and makes complete and thorough reports on any reported or observed crimes or incidents.

- Investigates and assists with incidents involving College property.

- Testifies in court to present evidence or act as witness in traffic and criminal cases.

- Maintains a daily Duty Log of all activities.

- Responds to incidents and emergencies with a high degree of professionalism and sensitivity.

- Renders aid to accident victims and other persons requiring first aid for physical injuries.

- Insures the security of all campus buildings and properties by opening and closing buildings, rooms, and gates at designated times.
Provides periodic checks of campus buildings and properties.

Makes inspections throughout the campus, documenting discrepancies and submitting service requests, etc.

Possesses a good working knowledge of all alarm systems and conducts drills as directed. Conducts monthly inspections of assigned fire extinguishers.

Provides service to the campus and assists with motorist needs to include unlocking vehicles and providing basic rescue procedures (battery charge, etc.), unlocks rooms, provides escorts, administers first aid, etc.

Provides new employee training and on-going instruction for all police department student workers.

Other Job Function Statement(s)

May modify ID cards to lost or stolen and responds to door problems as needed.

Other duties as assigned.

**POSITION QUALIFICATIONS:** (The minimum knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

**KNOWLEDGE** (Defines the mental aspects of the job. Knowledge is obtained through education, experience, training, licensure, certification, or through a combination of the aforementioned.)

High school diploma or general education degree (GED). Six months related experience.

Must hold the Texas Commission on Law Enforcement (TCOLE). Basic Peace Officer Certification upon date of employment. Must possess a valid Texas Driver's License. Must be certified in Basic First Aid, Cardiopulmonary Resuscitation (CPR) and the use of Automatic Emergency Defibrillators (AED).

**SKILLS** (The application of knowledge by the manual, verbal, or mental manipulation of data, words, people, or things necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must:

- utilize Microsoft Word or appropriate alternative software to create efficient and accurate: documents, files, reports, or communiqués;
- communicate effectively using a variety of styles and techniques appropriate to the audience or situation;
- follow instructions and/or guidelines;
- use a firearm and 2-way radio in a proficient manner;
- operate basic alarm and access systems in a proficient manner.

**ABILITIES** (Natural talents, developed proficiencies, and or other job-related requirements. This section includes observable behaviors or behaviors that produce observable results necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must have the ability to:

- work a variable schedule;
• work evenings and weekends;
• pay attention to details;
• work under pressure and or adverse or highly intense situations while maintaining a professional demeanor;
• maintain confidentiality regarding sensitive matters;
• work with or deal effectively with all employees, students, or third parties;
• model high standards of honesty, integrity, trust, and ethical behavior.

**BEHAVIORS** (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to perform the essential functions of the job and are formally reviewed during the annual performance evaluation process.)

The following must be demonstrated at a fully acceptable level:
• Productivity - Completes all assignments on a timely basis.
• Accuracy - Ability to perform work accurately and thoroughly.
• Teamwork - Willingness and ability to work with others.
• Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external customers.
• Attendance - Misses few days of work.
• Punctuality - Arrives on time.

**PHYSICAL REQUIREMENTS:**

The following represent the physical requirements of the essential job functions. Vision (Near, Distance, Color, Peripheral, and Depth Perception); possesses the ability to detect and observe movement and activity in extremely low light situations. Wears full Police Duty Gear (approximately 25 lbs.) for the full duration of each scheduled shift. Carries moderately heavy items on an as needed basis such as jump start booster pack and barricades to limit vehicular traffic. Walks for extended periods while patrolling the campus, including walking up and down stairs and uneven terrain in all-weather elements. Additional physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 40 pounds) associated with the job duties is required.

**WORK ENVIRONMENT:**

The Austin College Police Department operates twenty four hours a day each day of the year. Police Officer may be required to work nights, weekends, and/or holidays. The noise level found in this position can vary from moderate office noise to loud noise at special events. The duties of the position require at least 90% of the work shift spent outdoors with exposure to all weather elements.

**Disclaimer:** The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _________________________________________ Date: ___________________
Supervisor Signature:______________________________ Date:______________
Executive Signature:______________________________ Date:______________