



## Police Officer (Part-Time)

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**Department:** Police Department  
**FLSA Status:** Non- exempt  
**Grade/Level:** N/A  
**Work Schedule:** Schedule varies based upon need.

**Job Status:** .50 FTE  
**Reports To:** Police Chief  
**Amount of Travel Required:** None  
**Positions Supervised:** None

### **POSITION SUMMARY:**

Austin College is recruiting qualified candidates to provide 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. This position will remain open until a qualified applicant pool is secured.

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

#### **Reasonable Accommodations Statement**

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

**Essential Functions Statement(s)** To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

- 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)** To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

- Modifies ID cards to lost or stolen and responds to door problems as needed;
- Other duties as assigned within the scope and nature of the position

**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.**)

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

**LICENSE or CERTIFICATION** (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.)

- Must hold the Texas Commission on Law Enforcement (TCOLE) Basic Peace Officer Certification upon date of employment. Must be certified in Basic First Aid, Cardiopulmonary Resuscitation (CPR) and the use of Automatic Emergency Defibrillators (AED) by accredited licensing body.

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

To fully meet job expectations, the incumbent must:

- utilize Microsoft Office (Word, Excel, Outlook) or appropriate alternative software to the extent required to effectively perform the essential functions;
- communicate effectively using a variety of styles and techniques appropriate to inform or persuade the intended audience;
- use a firearm and 2-way radio in a proficient manner;
- operate basic alarm and access systems.

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

To fully meet job expectations, the incumbent must have the ability to:

- work a variable schedule;
- work evenings, weekends, and holidays;
- 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;
- maintain valid Driver's License;
- maintain regular and consistent attendance;
- use cognitive skills to: solve problems, develop, plan and implement goals, organize work or

assigned projects.

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

To fully meet job expectations, the incumbent must demonstrate the following:

- 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: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing (occasionally in extremely low light situations) and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 40 pounds) associated with the job duties is required. Jogging or running may be necessary in emergency situations. Must wear full Police Duty Gear (approximately 25 lbs.) for the full duration of each scheduled shift.

**WORK ENVIRONMENT:** 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: \_\_\_\_\_