

## JOB VACANCY ANNOUNCEMENT

**POSITION:** Police Officer – Full-Time - Lufkin

**EMPLOYMENT DATE:** Until Filled

**AC Way Requirement:** Every member of the Angelina College community is required to exhibit the “*AC Way*” as fundamental standards of performance, ensuring daily actions align with the values of the College.

- Demonstrates a student-centered mindset in all aspects of work, placing students at the core of decisions and actions.
- Acts with honesty, integrity, and professionalism while holding oneself to high standards.
- Treats all students, colleagues, and community members with dignity, empathy, fairness, and kindness.
- Collaborates effectively with colleagues across departments to support student and institutional success.
- Strives for excellence by consistently seeking opportunities for improvement and innovation.
- Champions the mission, vision, and values of Angelina College by exemplifying the “*AC Way*” in daily work.

### QUALIFICATIONS:

#### Required:

- Graduate of Texas Peace Officer Licensing Course.
- Minimum of three years’ full-time work experience in a related field.
- Certification or Licensure:
  - Basic Peace Officer License.
  - Valid Texas Driver’s License.
  - At least 21 years of age.
- Proficient with computer software.

#### Preferred:

- Experience:
  - Interacting professionally and respectfully with others,
  - Managing multiple tasks or projects at once, and
  - Exercising sound judgment in decision-making.
- Certification or Licensure:
  - Intermediate Texas Peace Officer proficiency,
  - Mental Health Officer certification from the Texas Commission on Law Enforcement.
- Proficiency with Google Workspace tools and Microsoft Office.

#### Special Demands:

- Physical Demands
  - The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
  - Some physical effort required with the employee occasionally lifting and/or moving up to 50 pounds.
  - Must be able to walk or stand for prolonged periods, and may be exposed to extreme temperatures during the summer as well as winter conditions.
  - Possible exposure to physical risk.
  - Carries and uses a firearm and defense weapons in accordance with policies, procedures, and laws, and must remain proficient in their use.
- Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- The noise level in the work environment is usually moderate.
- Some travel required.

**Expectations:**

- Interact with a diverse student population.
- Promote a positive work environment among colleagues.
- Excellent English oral and written communication skills.
- Adapt quickly and effectively to shifting priorities in a dynamic, fast-paced environment.

It is the intent of the basic job requirements, duties, and responsibilities that these minimum requirements should therefore, be referred to as a guide for, rather than a limitation to the services required.

**JOB DESCRIPTION:**

The position will report to the Chief of Police for job responsibilities and other College related activities as outlined in the Policies and Procedures Manual. Essential duties include but are not limited to the following:

- Responsible for the protection and security of all College property.
- Enforce regulations concerning parking, blocking, or impeding traffic flow.
- Investigate criminal and non-criminal complaints and incidents against persons and property.
- Process crime scenes.
- Make needed contact with defendants and complainants.
- Subdue violent, dangerous, or disruptive persons and take appropriate action such as arresting, removing them from campus, or referring them for administrative action.
- Testify and make case presentations in Grand Juries, courts, and other venues as necessary.
- Write reports, parking citations, daily activity logs, and related legal and administrative reports, including Clery reporting data.
- Assist in preparing annual reports required by the Texas Commission on Law Enforcement, annual campus safety report, and the annual report for the Clery Act.
- Network with municipal, county, and other law enforcement agencies and prosecutor's offices within the college service area.
- Attend meetings and successfully complete training sessions to satisfy all police officer requirements.
- Provide Law Enforcement duties and Security actions for special events.
- Participate in appropriate professional development for campus police officers.
- Provide presence and maintain the peace at all campus events.
- Assist residence life staff with problematic dorm activity.
- Develop ideas and recommend solutions related to campus safety and law enforcement-related activities.
- Periodically unlock building doors for individuals and provide access for event activity.
- Report maintenance issues, security deficiencies, and hazardous conditions that appear across campus.
- Complete daily, monthly, overtime, and special event logs and time and attendance records.

**CONTRACT & SALARY:**

\$51,000.00 per year (\$24.25/hour) in addition to excellent employee benefits. Proof of identity and eligibility to work in the United States must be verified for the successful candidate.

**SCHEDULE:**

A letter of interest, completed application form, a resume, and college transcripts are required for an applicant to be considered. Please visit the Angelina College portal at [https://myac.angelina.edu/ICS/AC\\_Employment/](https://myac.angelina.edu/ICS/AC_Employment/) to apply. Screening of qualified applicants will begin and continue until the position is filled. This is a security sensitive position and an appropriate background investigation will be made on applicants being strongly considered for the position.

Angelina College is a comprehensive community college of 5,200 students located in Lufkin, Angelina County, Texas, and serving twelve counties of East Texas. Lufkin is a city of 38,000 people, situated about 120 miles northeast of Houston, 112 miles southwest of Shreveport, Louisiana, and 165 miles southeast of Dallas.

Angelina College reserves the right to extend search or not offer position advertised.

Angelina College provides education and employment opportunities without discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity, or gender expression.

Angelina College complies with the Americans with Disabilities and Veterans Act.