

## Position Information

<b>Position Title</b>	Campus Police Officer
<b>FLSA</b>	Non-Exempt
<b>Full Time/Part Time</b>	Full Time
<b>Department</b>	Security Services
<b>Campus</b>	Central Campus
<b>Location</b>	Central Campus
<b>Hourly Rate</b>	\$20.90
<b>Hours</b>	Full-time, indicate working hours - Shift work required, Shift work, indicate working hours - Varies, Overtime, describe requirements - Varies, Other - Weekends/Holidays
<b>Summary of Position</b>	On any of three rotating shifts, performs routine and specialized police patrol functions enforcing rules, regulations and laws including investigating violations of these rules, regulations and laws and generating written reports, issuing citations or making arrests. Ensures the safety and welfare of the Central Texas College Campus and its facilities, staff, faculty, students and guests.
<b>Minimum Required Education</b>	<ul style="list-style-type: none"> <li>• High School Diploma or GED (required).</li> <li>• Texas Commission on Law Enforcement (TCOLE) certification (preferred).</li> <li>• Associates Degree (preferred).</li> </ul>
<b>Minimum Required Experience</b>	<ul style="list-style-type: none"> <li>• Successful completion of a Basic Police Academy (preferred) or must be currently enrolled in Basic Police Academy.</li> <li>• One (1) year of security, law enforcement or military experience (preferred).</li> </ul>
<b>Required Knowledge, Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to establish and maintain a positive and effective working relationships with students, subordinates, peers, supervisors, and the public.</li> <li>• Has working knowledge of Police radio and police terminology including radio 10 Codes.</li> <li>• Must be proficient in the operation of a patrol vehicle to include installed equipment.</li> <li>• Must meet minimum annual weapons qualification as mandated by TCOLE requirements.</li> <li>• Must be proficient in the use of PC operating system, mobile networking computers with windows applications or programs and word processing.</li> </ul>

	<ul style="list-style-type: none"> <li>• Must have the ability to complete written reports upon investigating complaints of criminal activity or suspected criminal activity.</li> <li>• Demonstrated good written and oral communications skills.</li> <li>• Demonstrated fundamental proficiency in grammar, punctuation, spelling, and sentence structure.</li> <li>• Working knowledge of modern law enforcement principles, procedures, techniques, and equipment.</li> <li>• Must be knowledgeable in local, state and federal law, Texas Education Code, city ordinances, and campus rules and regulations.</li> <li>• Ability to exercise sound judgment in evaluating situations and in making decisions including taking law enforcement action and making arrests.</li> <li>• Must have the skill to operate tools and equipment pertinent to the position to include but not limited to the police patrol vehicle, police radio, handgun and other lethal and non-lethal weapons such as the side handle baton or ASP, pepper spray and handcuffs; first aid and safety equipment including the AED; may have to show proficiency with those tools on an annual basis.</li> <li>• Must have the ability to perform work requiring good physical conditioning.</li> <li>• Ability to work campus special events as assigned or needed on weekends or after normal operating hours.</li> <li>• Must be able to work independently on certain assigned shifts with no supervisory personnel on site and available only by phone.</li> <li>• Working knowledge of the basic principals in Crisis Intervention and Active Shooter techniques.</li> </ul>
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### Posting Detail Information

<p><b>Other Information</b></p>	<p>Must be at least 21 years of age or older; possess a valid Texas Driver’s License and qualify for insurance under CTCDC commercial auto policy. Ability to maintain Department’s physical, medical, and psychological standards. Must meet departmental emergency response time of 30 minutes when off duty. Must remain alert at all times while on duty and able to work rotating shifts, nights, weekends and holidays.</p>
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## Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* Do you have a high school diploma or GED?
  - Yes
  - No
2. \* Do you hold a current peace officer license or basic certification issued by the Texas Commission on Law Enforcement? (Certificate or copy of license must be uploaded or application will be rejected)

- Yes I have at least a Basic certification issued by the Texas Commission on Law Enforcement
- No I have not received the Basic certification as I have less than one year police experience
- 3. \* How many years of experience do you have with skills pertaining to safety or security.
  - Less than 1 year
  - 1 year experience
  - 2 years experience
  - 3 years experience
  - 4 years experience
- 4. \* Have you completed a Texas Police Academy? (upload a copy of your TCOLE exam analysis as one document)
  - Yes I have successfully completed the Police Academy and passed the licensing exam
  - No I have not completed a Police Academy
  - No, but I am currently attending the Police Academy
- 5. \* Do you have a valid driver's license?
  - no
  - yes
- 6. \* How many moving violations have you received in the last 3 years?
  - No moving violations
  - 1 moving violation
  - 2 moving violation
  - 3 moving violation
  - More than 3 moving violations
- 7. \* Are you a Veteran of the US Armed Forces?
  - Yes
  - No

## Documents Needed to Apply

### Required Documents

1. Resume

### Optional Documents

1. Cover Letter
2. Transcripts- upload as one single PDF document- **MUST BE INCLUDED IF YOU STATED YOU HAD DEGREE**
3. Letter of Recommendation
4. License/certifications (upload all certificates as one single PDF document)
5. DD214-Military Discharge

APPLY ONLINE AT: <https://centex.peopleadmin.com/>