



Human Resources

<b>Job Title:</b> On-Call Peace Officer	<b>FLSA Classification:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
<b>Reports to:</b> Sergeant	<b>Location:</b> University Operations Building 212
<b>Department:</b> University Police	<b>Division:</b> Finance & Administration
<b>Employment Category:</b> <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<b>Paygrade:</b> 25.00 per Hour

**PRIMARY PURPOSE OF POSITION**

**Overview:** Perform responsibilities as an On-Call Peace Officer for St. Edward's University. Performs police patrol, investigation, traffic regulation, and related law enforcement activities, consistent with the university mission, vision, and operating principles.

**Nature of Position:** On-Call Peace Officer (Pool Position). This position works various hours. Must be able to work (any shift *(including days, nights, weekends and holidays)*), for special events such as sporting games, commencement ceremonies, festivals, guest speakers, vacancies, coverage for full-time staff leave, etc.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Represent the university in a professional and courteous manner.
- Pro-actively patrol or work a fixed post while protecting the property of St. Edward's University to prevent crime, maintain the peace, and investigate criminal activities that may occur.
- Respond to emergency & non-emergency radio calls and investigate violations of the law and university policies & regulations.
- Enforce all applicable laws and university regulations.
- Conduct follow up investigations of crimes committed during assigned shift.
- Prepare cases for presentation in court and testify as a witness when called.
- Give directions, information and reasonable aid to students, faculty, staff, and visitors.
- Unlock and secure facilities as required.
- Perform other duties as required.

## QUALIFICATIONS

- Valid Peace Officer License issued by TCOLE.
- Possess a valid Texas Class C Driver's License, and have a good driving record (in compliance with university insurance carrier).
- No convictions of a class B or higher misdemeanor or its equivalent
- Good verbal and written communication skills; skill in operating computer systems
- Not prohibited by state or federal law from possessing a firearm.
- Be of good moral character, be able to learn the applicable laws, policies, and departmental rules and regulations;
- Be able to follow verbal and written instructions;
- Be able to work flexible hours, rotating shifts, weekends, and holidays
- Must be in good health with the ability to pass a Physical Agility Test.
- High school diploma or equivalent required.
- Ability to complete required Field Training Program, (must be completed with the first 3 months of employment)

### Preferred:

- Bilingual speaking in Spanish, basic computer knowledge of Microsoft Office products such as Word and Excel
- Prior university or college law enforcement experience

### Benefits:

This position is on-call and is not eligible for benefits.

## SPECIAL CONDITIONS

On Call Peace Officers must be reasonably available to respond to the university in emergency situations and report for duty in emergency situations such as man-made or natural disasters. The position is considered "Tier 1 / Mission Critical" and the department is organized along a standard law enforcement model. All Peace Officers must wear a uniform on duty, are subject to inspection, and are part of a formal chain of command. must report for duty in emergency situations such as man-made or natural disasters.

## STATE LICENSE/COMMISSION INFORMATION

As a temporary on-call police officer for the University, you are required to provide evidence of your current Texas Commission on Law Enforcement (TCOLE) Peace Officer's License and which law enforcement agency (if any) holds your commission. If your commission is not held by another law enforcement agency (or if it is/will be affected by an employment status change), prior to (and contingent to) your start of employment (or continued employment after the effective date of the employment status change), the University will complete all necessary application and review processes associated with holding your commission as classified by "Other" under TCOLE, Appointment Application (L-1), Section 19 as it pertains to the Peace Officer pay status

(as defined by Government Code 614.1210). You are encouraged to review this section of TCOLE to ensure compliance.

**All Peace Officers are responsible for keeping their license active as outlined in TCOLE regulations and to alert the University about any changes to license or commission status.**

Apply for the On-Call Police Officer at St Edwards University using the link below.

<https://www.applicantpro.com/openings/stedwards/jobs/2392733>