

<b>Job Title:</b> Police 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
<b>Department:</b> University Police	<b>Division:</b> Finance & Administration
<b>Employment Category:</b> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<b>Paygrade:</b> <b>\$21.87-\$23.84/hour</b>

**PRIMARY PURPOSE OF POSITION**

Perform responsibilities as a Police 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.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Represent the university in a professional and courteous manner.
- Pro-actively patrol 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.
- Open and Close facilities as required
- Perform other duties as required.

## **QUALIFICATIONS**

- Valid Police Officer License issued by TCOLE.
- Be 21 years or older at time of employment
- 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, having temperate and industrious habits; 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.
- Successful candidate must complete an education and/or criminal background check.

## **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

- Maintain an acceptable physical condition appropriate to the performance of assigned duties and responsibilities which may include but not limited to running, walking, crouching or crawling during emergency operations.
- Effectively deal with personal danger which may include dangerous people, animals, and hazards both natural and man-made.
- Maintain an acceptable level of visual and hearing acuity.
- Must not pose a threat to the health or safety of others.
- Load and unload Police equipment from a vehicle, including lifting object of 50 pounds. Bend or stoop to retrieve materials weighing up to 50 pounds.
- Able to climb stairs/ladders. Able to walk, stand or sit for extended periods of time.
- Must possess the physical strength and stamina to engage in a physical confrontation or combat.
- Able to perform life-saving and rescue operations.
- Must possess the ability to inspect remote sites which may require climbing and traversing rough terrain in all weather conditions.
- Must participate and pass requirements of the Department's Wellness Program.
- Subject to hazards and potential physical dangers inherent in law enforcement work. Possible exposure to blood borne pathogens.
- Required to make arrests or to defend self against assault occasionally; requires considerable physical strength and agility.

**The University offers an excellent TOTAL REWARDS package!**

*Medical & Rx Coverage - UMR (HSA & FSA Available)*

*Dental - Sunlife Dental*

*Vision - Sunlife Vision Plan*

*Short Term Disability (STD) Insurance*

*Long Term Disability (LTD) Insurance*

*Life & Accidental Death & Dismemberment (AD&D) Insurance*

*Employee Assistance Program (EAP)*

*Pet Insurance*

*Annual Leave & Paid Sick Leave*

*Retirement Plan - (TIAA) Employee 5%/Employer Match 7%*

*Tuition Benefits*

*Paid Holidays*

*Services & Discounts*

***An overview of St. Edward's University employee benefits is available at;  
<https://www.stedwards.edu/human-resources/benefits-summary>***

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

<https://www.applicantpro.com/openings/stedwards/jobs/2384175>