

TSTC POLICE DEPARTMENT

CAMPUS LOCATION(S)

WACO and SWEETWATER

Contact Lt. Proctor at (254) 867-3690



WHY TSTC?



Working for TSTC is more than a job. It's the opportunity to change lives. Every employee in our TSTC family is an agent for change in the lives of our students. It's the diversity and skill set that can be found within each of our TSTC family members that makes TSTC a great place to work!

JOB REQUIREMENTS:

- *Eligible to be Licensed or Currently Licensed by TCOLE
- *Ability to Multitask, Work Cooperatively with Others
- *Ability to Function under Adverse and Stressful Conditions
- *Effective Communications and Strong Interpersonal Skills
- *Effectively Work with a Diverse Community
- *Exercises Good Judgment and Professionalism
- *Successful Completion of Field Training Program
- *Successfully Pass Psychological, Physical, and Background Investigation
- *Ability to Perform all Duties and Functions of the Police Officer position



BENEFITS:



- *Paid Holidays
 - *Vacation & Sick Time Monthly Accrual
 - *TextraSaver 401(k) \ 457 Program
 - *Texas ERS Group Benefits Program (GBP)
 - *TRS Retirement with Employer Match
 - *Vision, Dental, Health Savings Accounts and Life Insurance
 - *Credit Monitoring Service and Employee Assistance Program
 - *TCOLE Certification Pay (Intermediate, Advanced, Master)
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FULL TIME SALARY** (Annually): **D.O.E.

PART TIME SALARY** (Hourly): **D.O.E.

Sign-On Bonus and Relocation Stipend



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CLOSING DATE: JULY 1, 2022



About TSTC:

TSTC is the only state-supported technical college system in Texas. TSTC's statewide role and mission is to efficiently and effectively help Texas meet the high-tech challenges of today's global economy, in partnership with business and industry, government agencies, and other educational institutions.

Are you someone who strives for excellence, values accountability, provides the best service, all while reflecting unwavering integrity? Our talented team members across the state follow the behaviors, beliefs and outcomes of these core values to ensure that our vision is met.

If you're ready to join the TSTC family and make great memories please complete our application process.

Position Summary:

The Police Officer occupies a staff position assigned to a Police Sergeant. The work involves enforcement of Federal, State, local laws and campus rules and regulations. Provides service, information and aid to all as circumstances require, suppress disturbances as well as security of persons and property. Responsible for enforcement duties for the protection, safety and welfare of students, employees, visitors, and all property within the areas under the control and jurisdiction of Texas State Technical College within the prescribed limits prescribed by law, Rules and Regulations of the Board of Regents, and institutional rules. Serves as a Campus Security Authority (CSA) as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (Clery Act).

Essential Functions:

- Employee will demonstrate TSTC Core values of Excellence, Accountability, Service and Integrity with internal and external stakeholders, customers, students and members of the community.
- Serve as a community liaison by interacting and collaborating with the community. Will work with groups and departments to address specific problems or work toward certain goals. Assist visitors to the campus in locating places and people that they desire to locate.
- Play a preventive role by providing police presence and making presence known in the community
- Present to college community on topics of crime prevention, safety and areas of expertise.
- Investigates all crimes, accidents or complaints on campus; secures and processes crime and accident scenes, and identifies and collects evidence within scope of authority.
- Prepares appropriate reports, documentations, and pertinent information.
- Enforces local, State and Federal laws, and enforces compliance within the TSTC Traffic Rules and Regulations.
- Responsible for making decisions about the general operation of cases that he/she works and would be responsible for any follow up work needed to complete the assignment.
- Observe and note descriptions of persons lingering on campus for the purpose of preventing the commission of crimes.
- Patrol the campus and geographical areas owned or controlled by the institution for fire watch, traffic violators, safety violations, hazards and other violations of rules, regulations and laws and report timely to designated persons.
- Appear in court to testify in regard to criminal cases handling on campus.
- Assist other governmental agencies as needed, or requested.
- Maintains the integrity, professionalism, values and goals of the Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Maintains vehicle and equipment according to Department standards.
- Use resources of the Police Sergeant, Police Lieutenant or Chief of Police in areas where there is conflict or a need for the question of department policy in matters of question
- Perform other duties required of a peace officer



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Minimum Requirements:

- High school graduate or the equivalent.
- Have a current permanent Peace Officers License from the Texas Commission on Law Enforcement (TCOLE).
- Experience for the beginning Police Officer is not a requirement of the job provided they possess a basic certification. Experience will be taken into consideration for employment reasons.
- Knowledge of safety and security precautions appropriate to work performed.
- Ability to multitask and work cooperatively with others.
- Effectively communicate with all segments of the campus population.
- Ability to function under adverse and stressful conditions.
- Strong interpersonal and communication skills.
- Ability to gather and organize legal evidence.
- Effectively work with a wide range of constituencies in a diverse community.
- Ability to formulate effective solutions to problem situations in accordance with statutes, regulations, and training.
- Exercises good judgment and professionalism.
- Meet minimum licensing standard requirements as required by the Texas Commission on Law Enforcement (TCOLE).
- Required to work weekends and holidays.
- May require out of town traveling for departmental purposes.
- Successful completion of field training program.
- Must successfully pass psychological evaluation, physical examination, and complete background investigation; to include but not limited to, driving history, criminal background, and credit history.
- Must be able to perform all duties and functions of the Police Officer position as described.
- Clery Act for Campus Security Authorities Training within 3 months of appointment.
- Blood Borne Pathogens, First Aid and CPR training within 6 months of appointment.
- All Hazards Preparedness Training within 1 year of appointment.
- Threat Assessment Training within 1 year of appointment.
- FEMA ICS -100,200,700 800, 907 within 6 months appointment.
- (CRASE) Civilian Response to Active Shooter Events Train the Trainer within 6 months of appointment.
- (SAFVIC) Sexual Assault Family Violence Investigators Course within 1 year of appointment.
- (ALERT) Advance Law Enforcement Rapid Response to Active Shooter Training within 1 year of appointment.
- Have a current permanent Peace Officers License from the Texas Commission on Law Enforcement (TCOLE).



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Additional Comments:

- This job description covers a position in which the percentage of time spent on the essential functions will vary based on the workload and will ultimately be determined by the supervisor.
- This position serves as a Campus Security Authority (CSA) as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (Clery Act).
- Exertive: Significant exertion on a daily basis. Awkward postures and work positions; sustained activities require strength (e.g. using tools).
- Frequent moderate lifting (30-60 lbs).
- Continual exposure or recurring risk: At least half of each week requires exposure to sensory extremes.
- Several times weekly, exposure to chance of injury or loss of life, requiring additional safety precautions.

Locations(s): Waco & Sweetwater

Annual Salary: (Full Time) D.O.E. (Depends on Experience)

Hourly Salary: (Part Time) D.O.E. (Depends on Experience)

Please Apply At: TSTC CAREERS

****Immediate Consideration for
Sign-On Bonus and Relocation Stipend****

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal law.