



**City of University Park
Police Officer**

SALARY	\$39.39 - \$50.26 Hourly \$3,151.20 - \$4,020.80 Biweekly \$6,827.60 - \$8,711.73 Monthly \$81,931.20 - \$104,540.80 Annually	LOCATION	University Park, TX
JOB TYPE	Full-Time Regular Employee	JOB NUMBER	UP00341
DEPARTMENT	Police	OPENING DATE	03/10/2026

Summary

The purpose of this position is to respond to citizen calls for service, provide a police presence in the community to encourage citizens to feel safe, conduct law enforcement activities and operations, and investigate crimes. This is accomplished by utilizing communications equipment, employing chemical and biological protective equipment, conducting police tactical movements, conducting security operations, conducting prisoner operations, conducting traffic operations, completing documentation, navigating streets, conducting investigations, and utilizing police equipment and weapons systems. Other duties include assisting with annual budget, assisting in special event planning, maintaining equipment, and responding to calls regarding animal control.

The City of University Park provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the City of University Park complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

New Hires may be eligible for the following based on qualifications:

Lateral Entry

Years of Certified Police Officer Exp.	Starting Pay	After 6 Months
>1 but < 3 years	\$81,931.20	\$86,008.00
>3 but < 6 years	\$86,008.00	\$90,313.60
>6 but < 10 years	\$90,313.60	\$94,889.60
10+ years	\$94,889.60	\$104,540.80

Additional Compensation:

Education Pay: \$600-\$1200 annually
 Certification Pay: \$600-\$1800 annually
 Police Expert Pay: \$1800 annually
 Shift Differential: \$300- \$600 annually depending on shift

Duties

- Enforces all city ordinances, state and federal laws.
- Patrols the city and responds to citizen requests and complaints regarding possible criminal activity.
- Enforces all parking ordinances.
- Issues warnings and citations to violators of city and state regulations.
- Arrests violators and transports to other facilities.
- Investigates suspicious and criminal activity.
- Responds to emergency calls, traffic accidents and general requests for assistance.
- Conducts crime scene search investigations.
- Lifts fingerprints, takes photographs, interviews suspects and takes statements.
- Writes offense, incident, arrest and impoundment reports.
- Informs the community of crime prevention, public safety and public awareness programs.
- Appears in court and testifies under oath.

- Performs special assignments as required, such as investigative, park patrol, parking enforcement or crime prevention.
- Works 12-hour shifts, including nights, weekends and holidays.

Qualifications

- Minimum of 45 college credit hours preferred
- Basic certification preferred
- Valid driver's license and driving record in good standing
- Five years' experience in law enforcement preferred

Supplemental Information

Employee might be exposed to possibly dangerous criminals on a daily basis. Employee must work in extreme temperatures and may be exposed to chemicals and diseases. Sufficient physical ability to bend, run, lift and crawl into small spaces. Must be able to restrain suspects. May patrol in a patrol vehicle, bicycle or on foot.

Other Necessary Requirements

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Employer

City of University Park

Address

3800 University Blvd.

University Park, Texas, 75205

Phone

214-987-5373

214-987-5305

Website

<http://www.uptexas.org>

Police Officer Supplemental Questionnaire

*QUESTION 1

For those with military service, did you receive an honorable discharge?

- Yes
- No
- Not Applicable

*QUESTION 2

Have you committed or were convicted of any felony?

- Yes
- No

*QUESTION 3

Do you have a conviction for felony or misdemeanor domestic violence?

- Yes
- No

*QUESTION 4

Have you ever consumed any controlled substance classified as a Schedule I drug under the Texas Controlled Substance Act?

- Yes
- No

* Required Question