

**The University of Texas at Tyler is accepting applications for the position of police officer.**

**Starting Pay –**

**Cadet 1<sup>st</sup> year \$62,000**

**Lateral < 2 yrs - \$66,500**

**Lateral 2-4 yrs - \$71,497**

**Lateral > 4 yrs - \$76,452**

**Contact Sgt. Olimpia Ramirez at [policecareers@uttyler.edu](mailto:policecareers@uttyler.edu)**

**Or call (903) 566-7470**

**Job Posting expires July 14, 2026**

**Job Title:** Police Officer  
**Department:** University Police  
**Reports to:** Chief of Police  
**Supervises:** No  
**Grade/FLSA:** NE7/ Non-Exempt  
**Job Code:** 6337  
**Job Group:**  
**Essential:** Yes  
**Revision Date:**

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**JOB SUMMARY:**

The Police Officer will enforce the law, provide service, information and aid to all citizens as circumstances require, prevent crime, suppress disturbances, investigate criminal offenses, and arrest offenders. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

**MAJOR RESPONSIBILITIES / DUTIES / CRITICAL TASKS:**

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- Perform law enforcement duties on the property under the control and jurisdiction of the University of Texas System.
- Preserve the peace by the use of all lawful means, interceding, when authorized by law, to prevent or suppress crime.
- Execute all lawful process.
- Arrest offenders with and without warrant when authorized by law.
- Investigate criminal offenses to detect and arrest criminals, and recover stolen or lost property.
- Attempt to locate missing persons.
- Enforce traffic law by detecting violations, making violator contacts, placing violators in custody or issuing citations or warnings.
- Investigate motor vehicle collisions.
- Prepare various written reports narrating law enforcement and police activities.
- Give testimony in the criminal courts of this state and the United States.
- Confer with prosecuting attorneys, preserves evidence, and maintains confidential information.
- Confer with local law enforcement, criminal justice and emergency response agencies on matters of mutual interest.
- Other duties as assigned.

**ACCOMPANYING KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES:**

Proficient with all equipment utilized in the performance of assigned duties to include but not limited to firearms, restraints, less lethal force weapons and techniques, automobiles, communications equipment, personal computers, investigative and surveillance equipment.

Good physical condition and vision.

Ability to hear and speak.

**REQUIRED EDUCATION / EXPERIENCE:**

High School Diploma or equivalent.

**PREFERRED EDUCATION / EXPERIENCE:**

60 college hours from an accredited college or university

Possess Basic Peace Officer Certification from the Texas Commission on Law Enforcement (TCOLE).

Successful completion of the prescribed Field Training Program.

Texas Commission on Law Enforcement (TCOLE) approved Basic Peace Officer Course, has passed TCOLE Licensing exam.

**WORKING ENVIRONMENT:**

Standard office environment.

May work around all weather conditions.

May work around extreme temperatures.

May work around chemical Fumes.

May work around biohazards.

May work around chemicals.

May work around electrical and mechanical hazards.

Physical Requirements	(Percent of time)
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<b>Lift, Push, Pull – Things/Objects up to 75lbs:</b>	25%
<b>Bending/Stooping:</b>	50%
<b>Gripping/Pinching (forceful/repetitive):</b>	25%
<b>Kneeling/Squatting:</b>	25%
<b>Reaching Forward:</b>	25%
<b>Reaching Overhead:</b>	25%
<b>Typing/Computer Use:</b>	50%
<b>Climbing, Crawling, Digging:</b>	25%
<b>Driving Car or Truck:</b>	50%
<b>Operating Heavy Equipment or Tools:</b>	0%
<b>Working at Heights:</b>	0%
<b>Walking:</b>	50%
<b>Sitting:</b>	50%
<b>Standing:</b>	50%

**SUPERVISION OF OTHERS:**

This position has no supervisory responsibilities.

**OTHER:**

(This position is considered “Non-Essential” and assigned to an employee whose presence is not essential during a declared emergency status, but who cannot leave until released by supervisor and must return to work as usual under routine operations after the emergency status has ended.)

Specific job requirements or physical location of some positions allocated to this classification, may render this position security sensitive, and thereby subject to the provisions of Section 51.215, Texas Education Code.

The above statements describe the level of work performed and expected in general terms. The statements are not intended to list all the responsibilities, duties, and/or skills required of employees so classified, and the content herein is subject to change due to the business needs of UT Tyler, with or without notice. Furthermore, nothing in this job description shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of UT Tyler staff.