



**CITY OF UNIVERSITY PARK**  
invites applications for the position of:

## **Police Officer**

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**SALARY:**                   \$31.83 - \$40.62 Hourly  
                                  \$2,546.40 - \$3,249.60 Biweekly  
                                  \$5,517.20 - \$7,040.80 Monthly  
                                  \$66,206.40 - \$84,489.60 Annually

**OPENING DATE:** 09/11/20

**CLOSING DATE:** 10/11/20 11:59 PM

### **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.

### **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.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/uptexas>

3800 University Blvd.  
Dallas, TX 75205  
2149875305

[jrymer@uptexas.org](mailto:jrymer@uptexas.org)

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Position #3  
POLICE OFFICER  
BA