



## Job Description

**JOB TITLE:** Police Officer  
**FLSA:** Non-Exempt  
**SALARY LEVEL:** Professional Level 4  
**DATE:** April 19, 2023  
**TRS/ORP:** TRS only  
**CLASS. CODE:** SAFEOFFICER

*The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.*

### **SUMMARY:**

Under direct supervision of the Campus Chief of Police the incumbent enforces local, state, and federal laws and ensures compliance with College policies. Provides security for personnel, real property, and equipment. Investigates and documents crimes/incidents, documents and preserves evidence, and provides legal testimony. May be assigned to any shift. May perform campus patrol or serve in the capacity as substation officer, Safety and Security officer, or crime prevention officer.

### **MINIMUM QUALIFICATIONS:**

Associate's degree and five (5) years of directly related work experience specific to the duties and responsibilities described or seven (7) years of directly related work experience specific to the duties and responsibilities described.

### **REQUIRED LICENSES/CERTIFICATION:**

Current Texas Commission on Law Enforcement (TCOLE) Officer Certification.

## **DUTIES AND RESPONSIBILITIES:**

The incumbent will:

- Issue citations and respond to calls for service including student, staff or College emergencies or developing critical situations.
- Arrest, restrain, transport, book subjects, gather and seize evidence, and perform all duties of a licensed police officer within the context of a College environment.
- Assist students, faculty, and other campus visitors with questions, directions, opening buildings and classrooms, and various other activities.
- Patrol College property, in a vehicle or on foot, to provide security and traffic law enforcement.
- Respond to emergency and non-emergency radio calls.
- Render first aid at accidents; takes and writes incident/accident reports, including those of missing/stolen property and criminal activity.
- Conduct accident and crime investigations and prepares detailed reports.
- May transport deposits between the College and financial institutions.
- Provide public assistance requested by students and staff.
- Provide building security, including locking and unlocking doors.
- Operate assigned College equipment and vehicles.
- Process evidence, prepare court cases, and provide legal testimony.
- Write and file daily activity report with superior officer.
- May serve in the capacity of substation officer, Safety and Security officer, or crime prevention officer.
- Perform other job-related duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

### **KNOWLEDGE:**

- Knowledge of TCOLE policies and rules.

### **SKILLS:**

- Skill in the use of first aid procedures.

- Skill in completing accident and criminal investigations.
- Skill in providing protection services to individuals on campus.
- Skill in the operation of police equipment.
- Skill in utilizing building security and lock systems and procedures.

**ABILITIES:**

- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow safety procedures.
- Ability to write reports containing technical information.
- Ability to react calmly and effectively in emergency situations.
- Ability to understand and follow specific instructions and procedures.
- Ability to complete moderately complex administrative paperwork.
- Ability to gather and organize legal evidence.
- Ability to provide legal depositions and testimony.

**PHYSICAL EFFORT:**

Subject to physical harm such as weapons and/or physical attacks. May be exposed to hazardous chemicals, drugs, and infectious and communicable diseases. May be required to physically restrain persons. Subject to extended periods of intense concentration in review of crime scenes, investigations, and preparing safety and security reports. Subject to standing, walking, sitting, bending, reaching, kneeling, and running. Occasional lifting of objects up to 50 pounds or more.

**WORKING CONDITIONS:**

Work is occasionally performed in an office setting. Moderate exposure to temperature variations and inclement weather.

**WORK SCHEDULE:**

Schedule will vary due to departmental commitments.

**HOURS REQUIRED PER WEEK:**

40

**TRS/ORP:**

TRS ONLY

**SUPERVISOR OF:**

None

**DIRECT SUPERVISOR:**

Sergeant

To apply or find out more information regarding Temple College, please visit:

<https://www.schooljobs.com/careers/templejc>

**I have read and understand this job description. By signing below, I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.**

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair/Supervisor Signature

\_\_\_\_\_  
Date

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