

LeTourneau University
Campus Police Department
Patrol Officer

DATE: 7-1-2020

LOCATION: Longview Campus (primarily)

REPORTS TO: Chief of Police

SCHEDULE: Full-time shift-work. Hourly wage – Evenings and/or midnight shifts as assigned routinely limited to 40 hours per pay-week. Overtime hours assigned as required for special events.

RESPONSIBILITIES:

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of one so classified.

- Work corporately with all areas of campus life in problem-solving; solicits and utilizes student involvement, acts as a liaison between groups. Initiates assistance programs, notifying appropriate faculty or staff personnel in a timely manner
- Performs all functions of Campus Police during absence or unavailability of the Chief of Police
- Actively performs foot and vehicular patrol of all local University property
- Maintains high degree of Community Policing philosophy actively seeking positive interactions with the community
- Monitors and enforces University traffic and parking regulations on University property
- Interacts with local police and firefighters in the performance of official duties and as a means of creating favorable liaison with these departments
- Reports safety and security concerns to appropriate departments for resolution and follows up to ensure completion
- Routinely reports all shift activity to the Chief of Police
- Participates in proactive measures and functions for prevention of criminal behavior
- Investigates criminal and/or inappropriate behavior by persons on campus and reports findings to the Chief of Police in a timely manner

- Secures and maintains crime-scenes coordinating inter-departmental efforts to investigate criminal activity, collect evidence, identify witnesses or other parties and return the campus to a state of normal activity in a timely fashion
- Responds to calls for police service or other incidents; apprehends law-breakers as necessary; conducts follow-up investigations; conducts surveillance of areas for suspected or potential criminal activity.
- Makes detentions, apprehensions and/or arrests when required in accordance with State law, departmental policy and practices of the department.
- Performs clerical tasks such as data entry, filing citations, reports, logs and other records as required
- Maintains all TCOLE required training and seeks personal professional growth opportunities in acquiring/honing skills and knowledge
- Consistently reports to work on time; attends regularly scheduled department meetings as directed
- Maintains care and condition of all University and department property required for the performance of the Campus Police mission
- Remains available to respond to University related emergencies as required for the safety of the campus community
- Maintains compliance with the Police Department's Code of Conduct, the Law Enforcement Officer's Oath of Honor and Principles of Policing as well as the policies of LeTourneau University.
- Performs all functions commensurate with the function of commissioned, armed peace officers with consideration to State and local law, departmental policy, generally accepted police practices, safety of the officer and the community, and Christian morals and ethics

QUALIFICATIONS:

- LeTourneau University seeks a person with an enthusiastic and contagious Christian faith who is committed to Christian higher education that integrates Christian faith with learning.
- Valid and current Peace Officer License issued by the Texas Commission on Law Enforcement (TCOLE)
- High School Diploma – Some college level education is preferable
- Minimum of three years of experience in a Texas law enforcement agency preferred
- Good physical condition
- Ability to interact positively with students, faculty, staff and guests under all conditions and circumstances

- Ability to think creatively about solutions to circumstances, disagreements, and misbehavior utilizing the infrastructure of organizational assistance provided by the University as a primary means of resolving problems
- Strong written communications skills and ability to read and write the English language to support the reading of legal and technical information and creating detailed written reports. Strong verbal skills with ability to communicate using complex sentences and normal work and grammar form.

SALARY AND BENEFITS:

Salary is competitive and commensurate with experience and other qualifications. LeTourneau University provides a significant benefit package, which includes dental, vision, and life insurance, contribution to a retirement program, and tuition waivers for employee and dependents.

DATE POSITION IS AVAILABLE: July 1, 2020

PROCEDURE FOR APPLICATION OR NOMINATION:

Applications will be reviewed in the order received and will continue until the position is filled. *In accordance with applicable provisions of federal law, applicants for employment who are in agreement with the educational mission of LeTourneau University and applicants for admission to educational programs or activities are considered without discrimination on the basis of race, age, sex, handicapping condition, or national origin. Inquiries about this policy should be directed to the Director of Human Resources, (903) 233-4170.*

Applications are required and are available from www.letu.edu/jobs or from the Business Office, LeTourneau University, 2100 Mobberly Avenue, Longview, TX. Send completed application, and a current résumé to:

Chief of Police
LeTourneau University Police Dept.
PO Box 7001
Longview, TX 75607

ABOUT THE UNIVERSITY:

Inspired by faith and a spirit of ingenuity, LeTourneau University integrates learning, living and Christian leadership in a community of integrity, academic quality and technological innovation.

LeTourneau University is a regionally accredited, interdenominational, evangelical Christian university offering undergraduate degrees in the liberal arts and sciences, business, education, engineering, engineering technology, and aeronautical science and Master's degrees in business administration. In addition to its residential campus in Longview, the university offers programs for adult students at major educational centers in Tyler, Dallas, Austin, and Houston, Texas.

The university's almost 4,000 students represent approximately 50 states, 25 foreign countries, and more than 47 different denominational groups. The entering freshman class averages of SAT scores range from approximately 140-160 points above the national average and evidence a strong academic quality, although provision is made for students with lower scores who possess evidence of potential achievement.

LeTourneau has been recognized twelve times by *U.S. News and World Report* as one of "America's Best Colleges." LeTourneau University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate and master's degrees. The business program is accredited by IACBE. LeTourneau University's engineering and engineering technology programs are accredited by the Engineering Accreditation Commission and the Technology Accreditation Commission of the Accreditation Board of Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 – telephone: 410-347-7700. The Carnegie Foundation classifies LeTourneau University as a Master's (Comprehensive) University II.

The 162 acre main campus is located in Longview, Texas, a progressive hub city with an MSA of 150,000, nestled among the beautiful pine-forested hills and lakes of East Texas. It is approximately 120 miles east of Dallas, Texas and 60 miles west of Shreveport, Louisiana.

See <http://www.letu.edu> for more information.

9/17/2007