



HOUSTON COMMUNITY COLLEGE

Job Title: Peace Officer
Department/College: Police Department/System
Reports To: Sergeant
To Apply: [https://
hccs.referrals.selectminds.com/jobs/
peace-officer-staff-pool-2348](https://hccs.referrals.selectminds.com/jobs/peace-officer-staff-pool-2348)

SUMMARY

Ensure the safety of all students, faculty, staff and visitors and provide security for all campus facilities and college property. Respond to and address emergency situations when required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

As an officer, you may be required to perform the following duties while serving the community:

1. Patrol an assigned area by foot, bicycle or vehicle to enforce city, state, and federal laws; investigate suspicious activities, individuals or conditions; and respond to calls for assistance or protection;
2. Pursue a fleeing subject on foot through unfamiliar and varied terrain or buildings during both day and night by running, jogging, climbing over and/or through obstacles;
3. Subdue a resisting or violent subject by physical contact or use of appropriate weapons and tools;
4. Forcibly, and sometimes against strong resistance, apply handcuffs and other restraints while in various body positions;
5. Safely operate a police vehicle in all types of traffic, weather, lighting conditions and, when necessary, above posted speed limits;
6. Arrest or control a subject after a lengthy pursuit and/or physical struggle;
7. Approach a subject of illegal activity and if necessary, pursue, wrestle, or fight with a subject in order to apprehend, detain, or control subject for the purpose of making an arrest or maintaining law and order;
8. Physically remove a subject from a vehicle or building and place in a patrol vehicle by securely grasping or holding subject, dragging, lifting, and/or carrying subject;
9. Enter and exit vehicles quickly to perform rescue, arrest, or emergency operations;
10. Determine type and amount of appropriate force to use to apprehend subject;
11. Operate standard weapons (handgun, shotgun, baton, chemical agent or other departmental provided weapon) to enforce law, detain a subject, or protect the life of self or others in situations that justify the use of force or deadly force;

12. Assist or rescue individuals in need of aid or protection as a result of an accident or a crime;
13. Conduct searches of buildings, vehicles, outdoor areas, persons, and other objects using vision, touch, hearing, and smell to find or detect potential weapons, contraband evidence, hazards, and stolen property or to find lost persons or objects for the purpose of seizing, investigating and/or rescue;
14. Investigate and control the scene of a traffic accident to determine cause, and protect life and property;
15. Control and direct traffic in situations requiring human intervention such as accidents, traffic signal failure, unusually heavy traffic conditions, or adverse weather conditions to ensure the public safety of individuals and property;
16. Enforce traffic laws and regulations by issuing citations or warnings to individuals who commit violations or offenses;
17. Provide testimony and protect the rights, property, and valuables of others in a truthful and honest manner without abusing the authority or integrity of the position;
18. Gather information in criminal investigations to document facts and evidence. Prepare accurate and detailed reports by searching the scene and by interviewing victims, witnesses and suspects;
19. Communicate orally and manually using radio, telephone, and Mobile Data Computers to give and obtain information, directions, instructions, and/or commands in order to provide assistance, build community rapport, protect the public, and make arrests;
20. Interact with a variety of people functioning in various emotional states to manage interpersonal conflicts, develop community relations, resolve or stop criminal activity, obtain or give information, issue citations, counsel and give aid, or maintain order and provide service;
21. Enter into dangerous situations and confront hazards in a logical and mature manner;
22. Monitor and report any irregularities, such as fire hazards, safety hazards, and security deficiencies;
23. Guard against theft of college property;
24. Assist medical personnel as needed;
25. Transport and book arrested persons;
26. Complete crime prevention surveys at his/her assigned campus;
27. Conduct crime prevention programs for students, faculty and staff;
28. Work closely with college administration to resolve conflicts between students faculty and staff;
29. Conduct preliminary criminal investigations and submit reports; and
30. Conduct accident and injury investigations and submit reports.

QUALIFICATIONS

The qualifications listed below are representative of the education, experience, knowledge, skills, and/or abilities required.

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities listed above. Candidate must pass an in depth background investigation, have no

integrity issues that could harm this department, institution or his/her credibility related to testifying in court.

The following physical activities have been linked to the essential job functions of a police officer:

- a. Running
- b. Lifting and Carrying
- c. Moving Non-Resisters
- d. Controlling Resisters
- e. Wrestling/Physical Struggles
- f. Dragging and Pulling
- g. Climbing
- h. Jumping
- i. Fighting
- j. Standing
- k. Sitting
- l. Riding a bicycle

EDUCATION

Minimum of high school diploma or GED required. Associates Degree preferred.

Must have successfully completed and provide documentation of passing the TCLEOSE Peace Officer Licensing Exam (minimum 70%) or produce a valid TCOLE Peace Officer license (i.e. Pocket Card or Certification document).

EXPERIENCE

Three years police experience with Honorable F5 separations from all previous agencies. In lieu of experience, the candidate must meet one of the following two requirements:

- Twelve (12) earned hours of college credits from an accredited institution or
- Honorable Discharge from the military

PHYSICAL REQUIREMENTS

- Must be able to lift and move 150 lbs. without assistance
- Must be able to enter and exit department vehicles quickly and without assistance
- Must be able to run 100 yards without stopping and be functional upon completion
- Must be able to perform all the essential duties listed without assistance

*Per HCC Policy C: 4.7 Drug and Alcohol Free Workplace, a drug and/or alcohol test is required if a conditional job offer is made.

KNOWLEDGE, SKILLS AND ABILITIES

1. Employees in this position will be scheduled to work rotating shifts in a 24/7 environment. Employees will be expected to work holidays, nights and/or weekends to meet staffing and scheduling requirements;
2. Able to communicate effectively, verbally and in writing with a diverse population;
3. Knowledge of federal, state and local laws;

4. Able to mediate conflicts and demonstrate professional behavior in highly stressful situations;
5. Remain calm, composed, undistracted, and in full control of cognitive abilities while functioning appropriately in hostile, dangerous, or frightening situations that may require use of deadly force;
6. Maintain rational decision-making and self-control in situations or environments that are personally offensive (cases of child abuse, child molestation, sexual assault, extreme trauma or death, etc.) or which involve considerable stress, danger, personal risk, violence, hostility, or the use of force; and
7. Maintain composure and exercise restraint when verbally or physically provoked in hostile or violent environments.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This job description may be revised upon development of other duties and changes in responsibilities.