

Police Officer - College-Wide

MAJOR REPOSIBILITIES:

Essential Job Functions:

- Reviews reports daily for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow- up actions required; prepares and submits a variety of police reports, records and correspondence.
- Patrol San Jacinto College property to detect and deter criminal activity, identify unsafe conditions and provide a safe environment for members of the College community.
- Develop and maintain strong positive working relationships with SJCPD leadership, officers and non-sworn personnel as well as employees and leadership of the College.
- Engage in a variety of crime prevention/reduction activities including security escorts, women's self-defense training, security assessments, personnel safety and property security education programs.
- Instill a strong customer service and community policing philosophy within their assigned division of the police department.
- Conduct training programs in their areas of expertise for police department personnel.
- Make critical decisions through analysis of available information and emerging problems to achieve effective solutions.
- Conduct criminal investigations, document investigative progress, coordinate investigations with other law enforcement agencies, and submit completed investigations for prosecution and adjudication.
- Provide first-aid to members of the College community and assist emergency medical and fire department personnel responding to college property
- Enforce State traffic laws and San Jacinto College parking regulations.
- Provides security for special events and dignitary protection for high profile visitors to the College.
- Maintain police department equipment, vehicles, software, computers, uniforms and firearms.
- Act as property and evidence custodian for the police department.
- Conducts background investigations and assists with hiring processes for new personnel.
- Maintains the highest level of professional standards
- Ensures Compliance with all San Jacinto College and Police Department policies and guidelines
- Serves as a model of excellence, and supports, promotes and emulates the College Values, mission statement, goals and objectives.

Additional Job Functions:

- Interact with strong, positive interpersonal skills.
- Excellent verbal and written communications.
- Provide quality control for the delivery of police department services and documentation.
- Innovative, comprehensive and analytical thinking.
- Ethical and honest in interactions with others and in the performance of duties.
- Exhibits appropriate critical thinking skills in the performance of job responsibilities.
- Performs other duties as assigned.

REQUIRED/MINIMUM QUALIFICATIONS

To be considered for this position, candidates must meet the following criteria:

- Must be 21 years of age, and a U.S. citizen.

- A current Texas Peace Officer License issued by TCOLE or Out-of-State candidate (s) must complete TCOLE requirements for out of state peace officers and successfully pass the Texas Licensing Examination.

Knowledge, Skills and Abilities:

Must meet the following criteria:

- Demonstrated leadership
- Communication and critical decision-making skills in a law enforcement environment relevant to San Jacinto College.

Education and Experience:

Meet one of the following experience and education requirements:

- Two years of full-time experience as a police officer and a high school diploma or equivalent, or;
- Twelve (12) earned hours of college credits from an accredited institution or;
- Honorable Discharge from the military

Required Licenses/Certifications:

- Valid Texas driver's license with acceptable driver's record.
- Hold a current Texas Commission on Law Enforcement Basic Peace Officer Proficiency Certification or Out-of-State candidate (s) must complete TCOLE requirements for out of state peace officers and successfully pass the Texas Licensing Examination. Out-of-State candidates are encouraged to contact the Texas Commission on Law Enforcement regarding Basic Peace Officer Proficiency Certification.

Preferred Licenses/Certifications:

- TCOLE Intermediate Peace Officer Certification

Work Environment:

- Exposure to potential dangerous materials
- A San Jacinto College police officer must be willing to work any shift or assignment including weekends, holidays, overtime, and special events.
- The nature of police work involves a high degree of risk and exposure to various hazards to include criminal offenses, emergency situations, traffic stops, severe weather conditions and a diversity of calls for service.

Physical Activity:

- While performing the duties of a police officer with San Jacinto College, the officer may be required to sit, stand, drive, walk, run, stoop, crouch, kneel, crawl, push, use hands to finger, handle or feel objects, tools or controls, jump over, pull, carry, reach above head, lift, lower, grasp, hold, climb and balance.

- The officer shall remain awake, alert and visually observant at all times, and have full use of arms, hands, and legs.

Note: The duties of this position require a physical presence at the assigned on-site work location during unrestricted operations with very limited or no opportunity for remote work arrangements.

Starting salary will be \$48,000 plus an additional 1% for each year of prior peace officer law enforcement experience, up to a maximum of 15 years / 15%, or a max starting salary of \$55,200. In addition to the base salary, Candidates with a TCOLE peace officer certification of Intermediate or higher, may qualify for a TCOLE stipend.

Salary Grade: 21

Salary is based on the Board-approved salary schedule for the current fiscal year. [See Salary Schedule](#)

Requisition Number: req2950

Posting Close Date: 7/30/2021