



# TEXAS A&M UNIVERSITY-COMMERCE



**Job Title:**

Patrol Officer

**Agency:**

Texas A&M University-Commerce Police Department

**Job Location:**

Commerce, Texas

**Salary:**

**New Hire: \$19.95/\$41,496.00 Lateral (experience based): \$ 23.34/\$46,677.36**

**SUMMARY:**

The Patrol Officer, under general supervision, provides specialized professional law enforcement skills by giving service, information and aid to the university community and campus facilities as circumstances require, preventing crime, suppressing disturbances, investigating criminal offenses, and arresting offenders.

**DUTIES & RESPONSIBILITIES:**

Patrols designated areas by vehicle, on foot, or by bicycle to prevent, discover, and deter the commission of crime, to enforce criminal law, to direct traffic, and to enforce motor vehicle operation and parking regulations.

Responds to calls and complaints involving fire, automobile accidents, disturbances, assaults, robberies and other felonies and misdemeanors.

Writes detailed reports on police-related activities. Interviews complainants and generates reports to be forwarded to the Criminal Investigation Division or other departments as needed.

Secures crime scenes, conducts preliminary and follow-up investigations, gathers evidence, obtains witness statements, apprehends suspects, makes arrests, and transports offenders.

**MINIMUM REQUIREMENTS:**

- a. High school diploma or equivalent AND:
- b. Minimum of twelve (12) hours of college credit from an accredited college or university (must provide documentation of college credit with an official transcript) OR
- c. Minimum of one (1) year of active duty in any branch of the U.S. Armed Forces. No equivalency will be granted unless the candidate was honorably discharged and has a DD Form 214 to document service and type of discharge. If the candidate is currently serving in the Reserves / Guard and a DD Form 214 is not available, appropriate documentation from the candidate's unit verifying active duty service will suffice.



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## Licensing/Professional Certifications:

- a. Valid driver's license and good driving record.
- b. Texas Commission on Law Enforcement (TCOLE) basic certification. All system university police will be required to meet minimum licensing standard requirements as required by the Texas Commission on Law Enforcement (TCOLE) § 217.1.

## Physical/Psychological Requirements:

- a. Ability to obtain a passing Texas Commission on Law Enforcement (TCOLE) Licensee Medical Condition Declaration (L-2) and Psychological and Emotional Health Declaration (L-3).

**Other Requirements:** Background investigation and testing to include psychological examination required. May be required to submit to polygraph exam and drug testing. Due to the position you are applying for requires access to CJJ systems, if it is found you have any of the following convictions on your criminal history report your application will be disqualified:

- Felony Conviction
- Felony Deferred Adjudication
- Class A Misdemeanor Conviction
- Class A Misdemeanor Deferred Adjudication
- Family Violence Conviction
- Open arrest for any criminal offense (felony or misdemeanor) will be disqualified until disposition. The following will be a disqualified for the amount of time listed:
  - Class B Misdemeanor Conviction – 10 years
  - Class B Misdemeanor Deferred Adjudication – 10 years

Equal Opportunity/Affirmative Action/Veterans/Disability Employer

## INSTRUCTIONS TO APPLICANT:

During the application process you have one opportunity to upload documents as a combined PDF. The page "My Experience" has an area provided under Resume/CV to drop or upload the file.

This one combined PDF must include:

- Cover Letter
- Resume
- All documents must be electronically submitted through the Texas A&M Online Employment Services website to be considered. Incomplete or improperly submitted applications may be excluded from consideration.

