

External Advertisement  
Police Officer I/II/III/IV  
ES Approved 07/26/2023



# TARLETON STATE UNIVERSITY

## POLICE DEPARTMENT

### **Job Title**

Police Officer I/II/III/IV

### **Agency**

Tarleton State University Police Department

### **Proposed Minimum Salary**

Officer IV	\$25.84
Officer III	\$23.14
Officer II	\$20.97
Officer I	\$18.81

### **Shifts**

Patrol currently utilizes 12-hour shifts (Pitman Schedule)

### **Job Location**

Stephenville, Texas

### **Job Type**

Staff

### **Job Description**

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

### **Responsibilities:**

65% Patrol duties; Provides for the safety of the students, faculty and staff by patrolling campus on foot, by vehicle, ATV or by riding bicycles. Prevents Crime and suppresses disturbances. Enforces Criminal Law and Texas Transportation Code violations. Performs preliminary investigation of crimes and incidents creating initial reports. Reports violations of Tarleton State University Rules and Regulations. Assists neighboring law enforcement agencies. Testifies in court proceedings. Investigates traffic accidents.

30% Public Service: Provides motorist assistance (vehicle jump starts and unlocks.) Attends campus functions and gatherings. Assists Residential and Living Learning. Attends community events and student speaking engagements. Provides escorts to students, faculty and staff as requested. Provides police presence at special events.

5% Responds to emergency calls for service. Provides welfare and/or medical concern checks and request EMS/Ambulance services. Performs other duties as assigned

## **Required Education, Experience, Skills**

**To be qualified at the Police Officer IV level:** High school diploma or equivalent combination of education and experience; Five years of experience as a licensed Police Officer. Ability to multitask and work cooperatively with others. Ability to communicate effectively with all segments of the campus population. Ability to function under adverse and stressful conditions. Texas Commission on Law Enforcement (TCOLE) advanced certification. Must have a State of Texas class “C” vehicle operator’s license or ability to obtain within 30 days of employment.

**To be qualified at the Police Officer III level:** High school diploma or equivalent combination of education and experience. Three years of experience as a licensed Police Officer. Ability to multitask and work cooperatively with others. Ability to communicate effectively with all segments of the campus population. Ability to function under adverse and stressful conditions. Texas Commission on Law Enforcement (TCOLE) intermediate certification. Must have a State of Texas class “C” vehicle operator’s license or ability to obtain within 30 days of employment.

**To be qualified at the Police Officer II level:** High school diploma or equivalent combination of education and experience; One year of experience as a licensed Police Officer. Ability to multitask and work cooperatively with others. Ability to communicate effectively with all segments of the campus population. Ability to function under adverse and stressful conditions. Texas Commission on Law Enforcement (TCOLE) basic certification. Must have a State of Texas class “C” vehicle operator’s license or ability to obtain within 30 days of employment.

**To be qualified at the Police Officer I level:** High school diploma or equivalent combination of education and experience; One year of related experience in law enforcement. Ability to multitask and work cooperatively with others. Strong interpersonal and organizational skills. Texas Commission on Law Enforcement (TCOLE) basic certification. Must have a State of Texas class “C” vehicle operator’s license or ability to obtain within 30 days of employment.

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. Work beyond normal office hours and/or work on weekends. Must successfully pass psychological evaluation, physical examination, and complete background investigation to include but not limited to driving history, criminal background, and credit history.

### **Compensation & Benefits:**

Commensurate with experience

Tarleton State University offers competitive wages, fully covered employee health insurance, comprehensive dental, vision, and life insurance options are also available. Benefits also include paid vacation, paid sick leave, holiday pay, retirement plan, hazardous duty pay and more.

Qualified candidates are encouraged to submit a completed application for consideration.

Application packets only accepted on-line at <https://www.tarleton.edu/jobs>

**Documents required:** Completed online application, Cover Letter, Resume/CV, and three professional references with complete contact information.

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### **Equal Opportunity**

Tarleton State University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer. As a member of The Texas A&M System, Tarleton will provide equal opportunity for employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity through The Texas A&M System.

### **About Tarleton**

A founding member of The Texas A&M University System, Tarleton transforms generations by inspiring discovery, leadership and inclusion through teaching and research. Degree programs for more than 15,000 students in Stephenville, Fort Worth, Waco, Midlothian, at A&M RELLIS at Bryan, and online emphasize real world learning that addresses regional needs while sustaining the values of excellence, integrity and respect.

### **Job open until filled**

July 24, 2023