



UNIVERSITY OF ST. THOMAS POLICE DEPARTMENT

3807 Graustark St • Houston, TX 77006 • Phone: (713) 525-3888 • Fax: (713) 942-5966



Police Officer

Department: University Police

Supervisor: University Chief of Police

Location: UST Campus

The University of St. Thomas (www.stthom.edu), a private Catholic university committed to the liberal arts and to the religious and intellectual tradition of Catholic higher education, is seeking a Police Officer. The University enrolls more than 3,300 students with its main campus located in Houston's Museum District. The purpose of this position is to provide law enforcement service to the University of St. Thomas campus and the surrounding neighborhood.

Essential Duties and Responsibilities

This job title supports the operations of the University of St. Thomas and its Police Department by fulfilling the following functions:

- Patrol campus in radio-equipped vehicle.
- Protect life and property against criminal attack and preserve the peace.
- Provide protection against harmful acts, both willful and inadvertent of non-criminal as well as criminal class.
- Responsible for the security and policing of buildings.
- Educate and/or inform students, faculty and staff concerning parking regulations and enforce parking regulations.
- Maintain effective relations with faculty, staff, and students.
- Regulate vehicles and pedestrians in traffic in order to prevent accidents and congestion.
- Provide service to all persons on campus, give information, assist and comfort those in distress.
- Cooperate with all local law enforcement agencies, investigate all criminal acts and process the recovery of stolen property.
- Arrest offenders in violation of city, state, and federal laws.
- Enforce all applicable University regulations.
- Write reports on all criminal acts and violations of University regulations and make follow-up reports when required.
- Prepare cases for presentation in court and testify as a witness when called.
- Complete reports as necessary.
- Provides courtesy escorts on an as needed basis.
- Opens/Closes facilities as required.
- Perform other duties as required.

Qualifications and Requirements

- Education/License Required: Graduation from an accredited high school or completion of a GED. Associates degree or higher preferred. Must be a licensed Texas Peace Officer or the ability to be licensed within 3 months of hire.
- Experience: previous experience in a university police department of similar size is preferred.

- Working Conditions: Individuals in this position work inside and outside in all types of weather; are exposed to dirt, dust, noise, fumes, odors, heat, cold, rain, humidity, and sudden temperature changes; frequently are exposed to mechanical hazards, traffic hazards, and bodily injuries; are infrequently exposed to chemical, electronic, and fire hazards, explosives, and contagious diseases.
- Knowledge, Skills & Abilities:
- Knowledge of functions and obligations of law enforcement.
- Ability to direct traffic and regulate traffic and parking problems.
- Knowledge of the use and care of firearms.
- Ability to exercise clear, quick thinking in emergencies.
- Demonstrate initiative and good judgment.
- Ability to deal with people with a firm and tactful manner.
- Ability to meet the public courteously and intelligently.
- Ability to write concise, intelligible reports.
- Ability to understand and follow oral and written instructions.
- Knowledge of how to apply first aid.
- Ability to cooperate with representatives of other law enforcement agencies.
- Ability to maintain effective relations with faculty, staff, and students.
- Must be willing to work at night, on weekends, and to report for duty any time an emergency arises.
- Must be available to work various shifts with rotating days off.

Essential functions or requirements listed above may not be performed in every position with this title, and these essential functions may not include all related duties that might be requested and/or performed.

General Requirements:

- Must not be less than 21 years of age.
- Satisfactory results from written test, interview process, background investigation, agility test required.
- Must have or obtain a valid Texas motor vehicle operator's license.
- Heavy lifting, exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.
- Constantly sits, sees, speaks, and drives. Frequently stands, walks, kneels, crouches, squats, twists body, lifts heavy objects and people; pushes vehicles; and writes by hand. Infrequently crawls, climbs, runs, fights, and wrestles. Vision must be correctable to 20/20. Must have normal hearing.

The above statements are intended to describe the general nature of work performed by individuals in this job classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and qualifications required of individuals in this job classification. All job classifications may have miscellaneous job duties assigned on an as needed basis. Management, at the appropriate level, retains the right to assign and change the duties of any position at any time.

This is a full time, year round, benefit eligible position. To apply, please send a letter of interest with salary requirements and a resume to the email below. Please note incomplete applications will not be considered.

recruiting@stthom.edu

Human Resources – Ref: 1917

University of St. Thomas

Houston, TX 77006

The University of St Thomas is an Equal Opportunity Employer