

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Police Officer I  
Code: 16336  
Salary Grade: 58  
FLSA Status: Non-Exempt  
Department/Division: University Police  
Reports To: In accordance with departmental policies

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## *Summary*

- **Function:** To provide service, information and aid to all citizens as circumstances require, prevent crime, suppress disturbances, investigate criminal offenses, and arrest offenders.
  - **Scope:** Responsible for enforcement duties for the protection, safety and welfare of students, employees, visitors, and all property within the area under the control and jurisdiction of The University of Texas System. Exercises independent judgment within the limits prescribed by law, Rules and Regulations of the Board of Regents, institutional rules and regulations and departmental policies and procedures. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

## *Duties*

- **Typical:**
  1. Preserves the peace by the use of all lawful means, interceding to prevent or suppress crime when authorized by law; collect and process evidence; interview suspects, witnesses, and complainants; provides service, information, and directions to students, employees, and visitors; organize, schedule, and present and evaluate crime prevention programs; prepares crime analysis reports and risk assessments; write investigative supplements; compiles, publishes, and maintains crime statistics.
  2. Executes all lawful processes; arrest offenders without warrant where authorized by law; investigates criminal offenses to detect and arrest criminals; recover stolen or lost property; attempts to locate missing persons.
  3. Enforces traffic law by detecting violations, making violator contacts, placing violators in custody or issuing citations or warnings; investigates motor vehicle collisions; enforces Board of Regents' Rules and

<p>Regulations; prepares reports on all activities, filing them with the supervising officer.</p> <p>4. Monitors and evaluates staff members; and analyzes security designs for new construction security systems.</p> <p>5. Performs other duties as assigned.</p> <p>• <u>Periodic:</u></p> <p>1. Discusses cases with prosecuting attorneys, prepares evidence, and appears as a witness in court.</p>
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***Education***

<b>Required</b>	<b>Preferred</b>
High School graduation or GED	N/A
Successful completion of The University of Texas System Police Academy Basic Peace Officer Course or other equivalent academy.	

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Must hold a Peace Officer Commission, The University of Texas System.	N/A
Must meet certain prerequisites established by the Office of the Director of Police, the Board of Regents, and the Texas Commission on Law Enforcement Officer Standards and Education concerning age requirements and physical, mental, and educational standards.	
Must have the physical and mental capabilities to properly carry out the responsibilities and duties as a commissioned police officer of The University of Texas System Police.	
Valid Texas State Driver's license.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Completion of the prescribed formal Field Training Program.	Six months experience as a Police Guard, Parking Controller, Telecommunications Operator or any other position which required the wearing of the approved University of Texas System Police uniform.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Must be proficient with the operation of all equipment utilized by the University Police Department necessary to perform assigned tasks.	NA

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Work involves a high degree of hazard normally associated with law enforcement.	N/A
May be required to work either day or night on any one of three shifts with varying days off.	
Exposure to outside weather conditions.	

***Supervision***

<b>Received</b>	<b>Given</b>
Work is reviewed by supervising officers through activities, reports, and observation of performance.	May supervise assigned staff directly or indirectly.

***Accuracy***

Proficiency in all phases of duties performed.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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