

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Police Cadet  
Code: 16339  
Salary Grade: 56  
FLSA Status: Non-Exempt  
Department/Division: University Police  
Reports To: In accordance with departmental policies

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## *Summary*

- Function: To attend and satisfactorily complete the University of Texas System Police Academy qualifying for commissioning as a peace officer of The University of Texas System.
- Scope: Responsible for successfully fulfilling the academic, physical, and practical requirements of the Basic Training School of The University of Texas System Police Academy which 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. Attend classes and maintains comprehensive notebooks of subjects covered in classes.
  2. Prepare research papers.
  3. Complete homework assignments.
  4. Participate in the physical training program, firearms training, defensive tactics program and practical problems.
  5. Actively participate in classroom discussions and group projects.
  6. Comply with the established rules and regulations governing The University of Texas System Police Academy.
  7. Comply with assignments and instructions given by the Director of Police, The University of Texas System or by any member of the Academy staff.
  8. Comply with policies of respective component institution police departments relating to his/her status and attendance at the Academy.
  9. Adhere to the rules and regulations promulgated by the Board of Regents' of The University of Texas System.
  10. Perform additional duties as assigned.
- Periodic:
  1. N/A



### *Education*

<b>Required</b>	<b>Preferred</b>
High School graduation or GED	N/A

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Must meet the prerequisites established by the Office of the Director of Police, Texas Commission on Law Enforcement Officer Standards and Education, and the Rules and Regulations of the Board of Regents' concerning age requirements, and physical, mental, and education standards.	N/A
Must have a valid Texas driver's license.	
Must be a U.S. citizen.	
Criminal Background Check (CBC)	

### *Experience*

<b>Required</b>	<b>Preferred</b>
None.	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>
As part of the Basic Training School, participants will acquire a knowledge of and skill in the use of firearms, criminal investigation equipment, photographic equipment, radio equipment, alarm systems, restraining devices, keys and locks, and emergency motor vehicles.	N/A

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Classroom conditions. Exposure to outside weather conditions during firearms training and exercises involving practical problems. Some outside training conducted during night	Training requires temporary relocation to Austin, Texas. Accommodations are provided by UTSA.

hours.	
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***Supervision***

<b>Received</b>	<b>Given</b>
Constant supervision is provided by the Academy staff during all phases of the training program.	Supervisory responsibilities are assigned during the practical problem training sessions.

***Accuracy***

Must meet the proficiency standards for satisfactory completion of The University of Texas System Police Academy.
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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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***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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