**Police Officer in Training Standard Job Description**

**Classification Title:** Police Officer in Training

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 9

**Minimum Pay:** $31.75

**Job Description Summary:**

The Police Officer in Training, under supervision, receives classroom instruction and on-the-job training in the Texas A&M University Police Department.

**Essential Duties and Tasks:**

**60%: Training**

* Attends a field training program sponsored by the University Police Department.
* Studies and becomes familiar with Texas A&M University and University Police Department policies and procedures.
* Learns layout of Texas A&M University campus including buildings, streets, major departments, etc.
* Becomes proficient in the use of police vehicles and equipment, which requires operating a vehicle.
* Receives classroom instruction and on-the-job training in the Texas A&M University Police Department.

**20%: Field Observation**

* Observes and assists qualified police officers in the performance of routine police activities including patrols, investigations, transportations, etc.
* Participates in patrol and investigative tasks based on discretion of supervisors.
* Reports, records, and reviews actions and facts of cases for experience.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school graduation or GED.
* Two years of full-time employment or military service.

**Required Licenses and Certifications:**

* Certified as a Police Officer by the Texas Commission on Law Enforcement (TCOLE).
* Successful completion of field training program.
* Applicant must pass an entrance exam to be considered for employment.
* Valid state-issued vehicle operator’s license or ability to obtain within 30 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Must be in excellent physical health and stamina.
* Strong interpersonal skills.
* Ability to multitask and work cooperatively with others.
* Ability to function under adverse and stressful conditions.
* Ability to communicate effectively with all segments of the campus population.

**Machines and Equipment:**

* Police Vehicle: 10 hours
* Radio: 5 hours
* Computer: 2 hours
* Telephone: 2 hours
* Firearms: 1 hour

**Physical Requirements:**

* Ability to work outdoors exposed to various weather conditions, potential allergens, elevated noise levels, and heat.
* Ability to move light, moderate, or heavy objects.
* Ability to successfully pass a physical examination.
* Required to be in excellent physical health and stamina.

**Other Requirements and Factors:**

* Applicant must pass an entrance exam to be considered for employment.
* Applicant must successfully pass psychological evaluation, physical examination, and complete background investigation to include but not limited to driving history, criminal background, and credit history.
* Applicant must be able to pass a polygraph.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**