**Police Officer IV Standard Job Description**

**Classification Title:** Police Officer IV

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 12

**Minimum Pay:** $42.17

**Job Description Summary:**

The Police Officer IV, under direction, provides specialized professional law enforcement skills by giving service, information, and aid to all citizens as circumstances require, preventing crime, suppressing disturbances, investigating criminal offenses, and arresting offenders; trains subordinate officers and assumes supervisory status as assigned.

**Essential Duties and Tasks:**

**40%: Patrol Leadership**

* Serves as a liaison between the community and the police department.
* Works directly with community members to promote all aspects of crime prevention, assist in solving community problems, serve as an educational resource, and work toward the overall reduction of crime in the community.
* Assumes supervisory responsibility in the absence of the sergeant or lieutenant or when functioning as the highest-ranking officer.
* Patrols specific area on foot or motorized conveyance, responding promptly to calls for assistance.
* Monitors, notes, reports, and investigates suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
* Issues citations or warnings to violators of motor vehicle laws.
* Identifies, pursues, and arrests suspects and perpetrators of criminal acts.
* Processes prisoners and prepare and maintain records of prisoner bookings.
* Guards and transports prisoners.
* Testifies in court to present evidence or act as a witness in traffic or criminal cases.
* Responds to emergency calls and takes appropriate action.

**20%: Investigative**

* Records facts to prepare reports that document incidents and activities.
* Reviews facts of incidents to determine if criminal act or statute violations were involved.
* Investigates traffic accidents and other accidents to determine causes and to determine if a crime has been committed.
* Takes reports and performs preliminary investigations.

**15%: Training and Service**

* Develops, prepares, and instructs educational or training classes to students, staff, faculty, general public, non-profit organizations, and law enforcement agencies.
* Provides and disseminates informational material pertaining to campus security issues with students and parents at all New, Transfer, and International Student Conferences.
* Informs citizens of community services and recommends options to facilitate long-term problem resolution.
* Interacts with the public by day-to-day contact. Provides assistance to the public whenever possible.

**5%: Security Survey and Data**

* Conducts on-site property security surveys and prepares written recommendations in accordance set forth by the Institute of Criminal Justice Studies, Texas State University or the Texas Crime Prevention Association.
* Furnishes crime trends, statistical data and informational material to students, staff, faculty, media, or general public in accordance with state or federal laws.

**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 diploma or GED.
* Five years of experience as a licensed Police Officer.

**Required Licenses and Certifications:**

* Must possess the Texas Commission on Law Enforcement (TCOLE) Advanced certification.
* 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.
* Managerial 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.
* May be required to work weekends, holidays, and hours other than Monday through Friday, 8 am to 5 pm.
* May require out-of-town travel.

**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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**