**Police Officer II Standard Job Description**

**Classification Title:** Police Officer II

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 10

**Minimum Pay:** $33.34

**Job Description Summary:**

The Police Officer II, under general supervision, prevents and investigates violations of the law, University rules and regulations.

**Essential Duties and Tasks:**

**50%: Patrol**

* 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.

**25%: 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.

**5%: Customer Service**

* 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.

**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.
* One year of experience as a licensed Police Officer.

**Required Licenses and Certifications:**

* Must possess the Texas Commission on Law Enforcement (TCOLE) basic 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.
* 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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**