

CAMPUS POLICE OFFICER

GENERAL STATEMENT:

Provide law enforcement, community policing, health and safety, parking and traffic, crime prevention and emergency response services to Trinity Valley Community College, including its primary jurisdiction in all counties where Trinity Valley Community College has real property interest and secondary jurisdiction in all other Texas counties.

REPORTS TO:

Director of Campus Police and Public Safety

OCCUPATIONAL GROUP:

Service and Maintenance

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED, successful completion of a TCLEOSE approved Basic Peace Officer Course, and has passed the TCLEOSE exam for peace officers.

LICENSE OR CERTIFICATION:

Current State of Texas peace officer license in good standing.

EXPERIENCE:

None

OTHER:

- Ability to respond quickly to emergency situations which may not be familiar.
- Ability to work under pressure, occasionally for long periods of time.
- Ability to work a flexible schedule, including weekends and holidays.
- Ability to work with appropriate safety related gear including a bullet proof vest, firearms, handcuffs, etc.
- Basic knowledge of personal computers.
- Ability to physically and mentally perform the essential duties of the job, with or without accommodation.

DUTIES AND RESPONSIBILITIES:

- Patrol campus grounds and perimeter on foot and/or in a patrol vehicle to insure a safe environment; including: traffic enforcement, emergency response, law enforcement, etc.
- Coordinate and provide for the delivery of law enforcement, security, and emergency services to campus.
- Receive, investigate and complete reported complaints, and other investigative services as requested.
- Coordinate criminal prosecutions with federal, state and/or local police agencies and with prosecutors' office(s) for criminal incidents.
- Serve as liaison with other social service agencies.
- Develop, coordinate and implement crime prevention and community policing programs and projects.
- Provide leadership and training to new officers on campus.
- Assist in the coordination and patrol of special and sporting events as required.
- Assist in the administration of the department as required or requested.
- Provide specific training to fellow officers in specialized job related areas.
- Cooperate with local law enforcement, criminal justice and emergency response agencies on matters of mutual interest.

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- Assist the public with vehicle jump starts, requested information, and escorts.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- May be subjected to adverse working conditions or physical conditions including possible injury in apprehension of violators of codes.
- Duties involve driving, walking, running, standing, stooping, climbing, crouching, pushing, jumping over, pulling, carrying, reaching above head, lifting, lowering, hand-wrist and elbow motion, grasping, and holding.
- Good physical condition and vision, ability to hear and speak.
- May be required to work irregular hours.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised: 1/14/12

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