



Trinity Valley Community College

Job Description

Campus Police Officer

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

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

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

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

PREFERRED:

EXPERIENCE REQUIRED:

One (1) year related experience

PREFERRED:

Two (2) years' related experience

OTHER LICENSES OR CERTIFICATIONS:

State of Texas peace officer license in good standing

KNOWLEDGE AND SKILLS REQUIRED:

- | | |
|--|--------------------------------------|
| • Typing/Data Entry | • Basic Math |
| • Computer software proficiency – Microsoft Office | • Leadership/ Management |
| • Operating equipment – office or otherwise | • Attention to detail |
| • Written and oral communication | • Time management |
| • Interpersonal and/or customer service skills | • Organization |
| • Public Speaking/Presenting | • Federal Regulations and Directives |
| | • Operational Systems and procedures |
| | • Compliance Law |

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

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.

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



Trinity Valley Community College

Job Description

Campus Police Officer

- 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.
- Assist the public with vehicle jump starts, requested information, and escorts.
- 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.
- Ability to physically and mentally perform the essential duties of the job, with or without accommodation.
- Other duties as assigned by appropriate supervisory personnel.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- | | |
|-------------------------------------|------------------------------|
| • Standard office equipment | • Radio Communication |
| • Personal computer and peripherals | • Cellular Phone |
| • Seat Belts | • Video Monitoring Equipment |
| • Shoulder Harnesses | • Multi-line phone system |
| • Safety Equipment | • Copier |
| • Fire Extinguisher | • Fax machine |
| • Automatic Life Equipment | |

PHYSICAL DEMANDS:

- Requires: Climbing, Balancing, Reaching, Standing, Walking, Finger dexterity, Talking, Seeing, Computer Work
- Subject to: Kneeling
- May need: Stooping, Crouching, Lifting, Grasping, Repetitive Motions, Light Work
- Occasionally need to: Crawling, Pushing, Pulling, Feeling, Hearing, Sedentary Work to Very Heavy Work

MENTAL DEMANDS:

- Hazardous Materials: Less than 25% of the time
- Inadequate lighting: Less than 25% of the time
- Environmental: Less than 25% of the time
- Emotional control under stress 25% of the time
- Frequent interruptions more than 25% of the time

OTHER DEMANDS:

None

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



Trinity Valley Community College

Job Description

Campus Police Officer

The above job description has been reviewed with the employee. It was 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

Approved: 7/18/01

Revised: 9/13/2021

Classification:	Public Safety	Coordinating/Non-Coordinating:	NC
FLSA Status:	Non-Exempt	TVCC Job Code:	1131
DBM:	B	Travel Required:	Less than 25% of the time
IPDEDS/SOC CODE:	33-3051	Employment Status:	Full-Time
SALARY GRADE:	180	Length:	12 Mo.
FUND:	001	TRS POS. CODE	TRS 01

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