

**THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO
JOB DESCRIPTION**

7-00

POLICE OFFICER, UNIVERSITY POLICE

FLSA: NON-EXEMPT

Job Code: 6334

SUMMARY

This position enforces the law, provides service, information and aid to all citizens as circumstances require, prevents crime, suppresses disturbances, investigates criminal offenses, and arrests offenders. Responsibilities include enforcement duties for the protection, safety and welfare of students, employees, visitors, and all property within the area under the control and jurisdiction of the University of Texas System. Incumbent exercises independent judgment within the limits prescribed by law, Rules and Regulations of the Board of Regents, institutional rules and regulations and Chief of Police and departmental policies and procedures.

DUTIES

Performs a combination, but not necessarily all, of the following duties:

- Performs law enforcement duties on the property under the control and jurisdiction of the University of Texas System.
- Preserves the peace by the use of all lawful means, interceding to prevent or suppress crime when authorized by law.
- Provides service, information and directions to students, employees and visitors.
- Executes all lawful process.
- Arrests offenders without warrant when authorized by law.
- Investigates all criminal offenses to detect and arrest criminals, and recover stolen or lost property.
- Attempts to locate missing persons.
- Enforces traffic law by detecting violations, making violator contacts, placing violators in custody, or issuing citations or warnings.
- Investigates motor vehicle collisions.
- Enforces the Rules and Regulations of the Board of Regents, and UTHSCSA.
- Prepares reports on all activities, filing them with supervising officer.
- Discusses cases with prosecuting attorneys, prepares evidence, and appears as a witness in court.
- Performs other duties as assigned.

SUPERVISION

Received:

Work is reviewed by supervising officers through activities, reports, and observation of performance.

Given:

None

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EDUCATION/EXPERIENCE

In accordance with the current levels of educational attainment for police officers of the University of Texas System as adopted by the Board of Regents. No additional experience is required. Must hold a Peace Officer Commission issued by the University of Texas System, and a valid driver's license. Must meet certain prerequisites established by the Chief of Police, the Board of Regents, the Director of Police of the University of Texas System, and the Texas Commission on Law Enforcement Officer Standards and Education concerning age requirements and physical, mental and educational standards.

KNOWLEDGE, SKILLS AND ABILITIES

Must have the physical and mental capabilities to properly carry out his or her responsibilities and duties as a commissioned police officer of the University of Texas System Police. Proficiency in all phases of duties performed is required.

EQUIPMENT

Must be proficient in the operation of all equipment utilized by the Police Department necessary to perform the assigned tasks.

PHYSICAL REQUIREMENTS

In performing the functions of this position, incumbent must have the physical and mental capabilities necessary to perform assigned tasks.

WORKING CONDITIONS

Work is performed in various environments including offices, vehicles, and outdoor weather conditions. May be required to work either day or night on any one of three shifts with varying days off. Work involves a degree of hazard.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time.

IMPORTANT:

Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Assistant Vice President for Human Resources.

In accordance with The University of Texas Health Science Center at San Antonio policy (*HOP-Section4.4.1*), job candidates for all Health Science Center positions must undergo a criminal background check before a job offer is made and before the candidate can begin to work.

Information resources including data, information, technology, and software are University resources and must be protected and used in conformance with all applicable laws and policies in accordance with ITAC 201.13(b) Information Security Standards.

