

University of Houston – Clear Lake

Position Description

Job Title: **Police Officer**

Job Code: **9535**

Pay Grade: **160**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	Associate's degree with major in Criminal Justice or Management.
Experience		One year full time commissioned police officer with no more than one year break in service prior to appointment.
License/Certification	Certification from an accredited basic police officer certification school within the past two years; or a current Peace Officer License issued by TCLEOSE.	

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

General police work, responsible for the protection of life, liberty and property, the enforcement of all laws of the State of Texas and the rules and regulations of the University; the detection of such violations; preservation of peace and public order; prevention and repression of crime; apprehension of violators of the law; and giving aid to those persons requiring assistance. The work involves an element of danger. Specific assignments are received from superior officers and are carried out in accordance the established rules and procedures. The employee, however, normally acts without direct supervision while on patrol and must be able to use independent judgment in emergencies. Work is reviewed through written and oral reports and inspections.

Duties and responsibilities	% Time
Patrol campus, both inside buildings and outside, on foot and with vehicle. Includes traffic and parking enforcement.	30
Responding to and documenting calls for service and recording criminal offense reports.	25
Investigating criminal offenses reported to the police department. This includes interviewing complainants, witnesses, as well as suspects.	15
Creating and maintaining department schedules and payroll information.	10
Maintaining lost and found property/evidence collection, preservation, identification, storage, release and destruction.	10
Maintain departmental inventory of all property. Initial interview and background investigation of all police department applicants.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.