



**University of Texas at El Paso
Job Description**

Job Code: 6335
Job Title: Police Officer
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Non-Exempt
Prepared By: Human Resource Services
Creation / Revision Date: October 25, 2010

Summary: Enforces laws related to the protection of life and property, directs and controls traffic, prevents crime or disturbance of peace, and arrests violators.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Patrols the property under the control and jurisdiction of The University of Texas System by vehicle, bicycle, or on foot.

Answers radio-dispatched or citizen's requests for police services at the scene of accidents, domestic disputes, law violations, and peace disturbances.

Preserves peace by the use of all lawful means; interferes without warrant when authorized by law.

Intercedes to prevent or suppress crime.

Executes all lawful process issued by any magistrate or court.

Gives notice to magistrate of offenses committed within this jurisdiction.

Arrests offenders without warrant in every case where authorized by law.

Investigates all criminal offenses, whether felonies or misdemeanors.

Detects and arrests criminals.

Attempts to locate missing persons to ensure their well-being.

Recovers lost or stolen property.

Enforces traffic laws.

Detects violations; makes violator contacts; places violator in custody or issues citation or warning.

Investigates all motor vehicle collisions.

Enforces Regents' Rules and Regulations.

Provides service, information and directions to students, faculty, staff, officials, visitors, and tourists.

Discusses cases with prosecuting attorney, prepares evidence, and appears as a witness in court.

Prepares detailed incident, investigation, activity, and other reports.

Operates police communication and computer equipment to obtain, disseminate, and report information.

Adheres to rules and regulations promulgated by the Board of Regents of the University of Texas System.



Must be able to work various shifts as assigned.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Sixty hours of college credits.

Minimum Experience required: Completion of the prescribed basic training school from The University of Texas System Police Academy.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, climb, reach, talk, listen, write and read. The employee is occasionally required to run, restrain individuals, and may be exposed to physical conflict.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outdoor activity. The employee is occasionally exposed to indoor activity and works under hazardous conditions. The noise level in the work environment is usually moderate.

****Special Conditions:** Successful candidate will be given a conditional offer of employment pending the outcome of psychological testing and background investigation. **

Must meet the prerequisites established by the Office of the Director of Police, Texas Commission on Law Enforcement Officer Standards and Education, and the Rules and Regulations of the Board of Regent's concerning:

- Age requirements - Applicant must have reached his/her 21st birthday but not 45th birthday **ON DATE OF COMMISSIONING.**
- **Physical**
 - Visual Acuity – Maximum uncorrected visual acuity of 20/200 and corrected as follows:
 - 20/40 through 20/100 – Corrected to 20/30 in each eye and binocularly by means of regular eyeglasses or contact lenses.
 - In excess of 20/100 through 20/200 – Must be corrected to 20/30 in each eye and binocularly by means of regular eyeglasses or contact lenses. Applicant must obtain a statement from an ophthalmologist that no ocular disease exists.
 - FIELD OF VISION – Horizontal 60-85 degrees in both eyes temporarily from a central fixation point.
 - MUSCULAR IMBALANCE – Zero Vertical deviation, horizontal – ten (10 prism diopter esophoria at twenty (20) feet.
 - OTHER VISUAL FACTORS – Applicants may be rejected for color deficiencies as determined by the Director of Police after examination by an approved ophthalmologist. Chronic inflammation of the eye and adnexa will be grounds for rejection.
 - Hearing – Applicant must be able to hear ordinary conversation from at least fifteen (15) feet with each ear.
 - General Health – Applicant must pass the physical agility/fitness test and be capable of performing all police duties specified in the current job description.
- **Mental** – The applicant shall be examined by a psychologist who is licensed by the Texas State Board of Examiners of Psychologists. The psychologist must be familiar with the duties appropriate to the license sought and appointment to be made. This examination may also be conducted by a psychiatrist. The applicant must be declared in writing by that professional to be in satisfactory psychological and emotional health to serve as the type of officer for which the license



is sought within one hundred eighty (180) days before the date of appointment. The examination must be conducted pursuant to professionally recognized standards and methods.