



Laredo College Patrol Officers

SALARY	\$19.30 - \$23.83 Hourly	LOCATION	Laredo, TX 78040
JOB TYPE	Full Time	JOB NUMBER	00295
DIVISION	Compliance and Risk Management	DEPARTMENT	Campus Police
OPENING DATE	01/20/2023	PAY GRADE	208

Duties and Responsibilities

Essential Duties and Responsibilities

Responsible for maintaining a high standard of security and protection for college students, faculty, staff, and property.

Characteristic Duties and Responsibilities

1. Provides for the safety of students, faculty, staff, and security of all District/Campus buildings and equipment by preserving law and order through enforcing laws and regulations.
2. Maintains knowledge and compliance of legal requirements.
3. Ensures policies, procedures, and reports are in compliance.
4. Patrol assigned campus (es) by walking or driving within district's jurisdiction.
5. Respond to all calls on campus (es) concerning accidents, and reports of suspicious activity.
6. Respond and investigate all criminal offenses that occur within district's jurisdiction.
7. Collect and preserve evidence for criminal investigations including witness statements and physical evidence.
8. Arrest perpetrators, file appropriate charges, and ensure placement in jail or juvenile detention centers for law violations as necessary.
9. Help provide traffic control at athletic events, school closings or openings, or at any other time.
10. Provide protection to or escort district personnel or students as needed.
11. Operate all equipment according to established safety procedures.
12. Compile, maintain, and file all physical and computerized reports, physical records, and documents as required, including affidavits for arrest, incident reports, and activity reports.
13. Monitor, operate CCTV system and respond to suspicious activity within district's jurisdiction.
14. Monitor, operate safety and security alarm system and response.
15. Respond and provide medical assistance to include CPR/AED, First Aid and other welfare concerns.
16. Provide battery jumper cables, open locked vehicles, and tire air assistance.
17. Open office doors in emergency situations after hours.
18. Make emergency notifications on campus (es).
19. Manage campus parking.
20. Give safety and law enforcement lectures.
21. Maintain a vigorous college-wide safety program.
22. Performs additional related duties assigned by a Police Sergeant, Police Lieutenant, or Chief of Police.
23. Immediate supervisor may assign other duties.

Qualifications/Certifications/Licenses/Skills

NOTICE: Required Documents

To be considered for this position, you are required to upload your high school diploma or unofficial transcript or GED certificate. If recommended for this position an official transcript(s) will be required. If a license or certificate is required for this position, upload proof of your current license/certificate.

Required:

- High School Diploma or equivalent.
- Texas Peace Officer License
- Valid Texas Driver's License
- Expandable baton certificate
- Proof of weapons qualifications within the 12 months preceding appointment

STATE TCOLE Requirements:

- Must meet all guidelines listed in 217.7 Texas Administrative Code

Preferred:

- 60 hours or Associate's degree
- 3 years as a Peace Officer appointed with a Law Enforcement agency
- Oleoresin Capsicum (OC) spray certification

Knowledge, Skills and Abilities

- Experienced in the use of personal computer software programs such as Microsoft Word and Excel.
- Knowledge of the Texas Penal Code, Texas Code of Criminal Procedure and Federal Statutes.
- Knowledge of techniques of criminal investigation, including knowledge of police report writing.
- Knowledge of all laws relating to subduing offenders, use of handgun, handcuffs, OC spray and expandable baton.
- Ability to communicate effectively orally and in writing.
- Ability to exercise important human relations skills in establishing and maintaining effective work relations with district students, employees and the public.

Additional Information**Supervision Exercised**

Patrol Officer will supervise Police Aides that are monitoring the reserved parking lots.

Supervision Received

Receives supervision from Patrol Sergeants, Lieutenants and Chief of Police

Physical Requirements

Walking, standing, lifting, carrying, and bending. Required to lift items weighing 25-50 pounds.

Must have good vision on both eyes with corrective lenses if needed.

Must have full use of both arms, hands, and legs.

Must have good hearing in both ears with a hearing aid if needed.

The employee is occasionally required to stand, walk, stoop, kneel, or crouch.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

May be subjected to adverse working conditions or physical requirements, including possible injury in apprehension of violators of codes or law.

May be required to use protective devices such as safety toe footwear, handgun, OC spray and or expandable baton.

Works night and holidays on a shift basis.
Must be able to qualify in handgun proficiency as required.

Safety

Required to work safely and follow safety rules.
Report unsafe working conditions and behavior.
Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Special Conditions

Immediate supervisor may assign other duties.
May be required to work outside regular working hours.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
May be required to work at a different college work site or campus as needed.

EEO Statement

In compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 and Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Laredo College is open to all persons regardless of race, color, religion, sex, age, marital status, disability, or national origin who are otherwise eligible for admission as students. Furthermore, Laredo College is an Equal Opportunity Employer and no applicant or employee will be discriminated against because of race, color, religion, sex, age, marital status, disability or national origin. This institution will not enter knowingly into any contractual agreement for services or supplies with any firm failing to follow fair employment practices.

Foreign Degrees

Foreign degrees require an evaluation for United States equivalency from an approved stated education agency or having membership with the National Association of Credential Evaluation Services (NACES). Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached to your online application at the time of applying. For your convenience, we have provided the following links to assist you in complying with this requirement. However, you may use any other certified transcript evaluation service.

http://tea.texas.gov/Texas_Educators/Certification/Out-of-State_Certification/Foreign_Credential_Evaluation_Services/
<http://www.naces.org/members.htm>

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. LC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by LC as its discretion to enable individuals with disabilities to perform the essential functions

Agency

Laredo College

Address

West End Washington Street

Laredo, Texas, 78040

Phone

956-721-5138

Website

<http://www.laredo.edu>

Patrol Officers Supplemental Questionnaire

*QUESTION 1

Laredo College requires a background check for all positions which means a Criminal Background Check and references are required. Are you willing to have such checks conducted in order to be considered for employment?

- Yes
 No

*QUESTION 2

Do you have the required education as stated in the job description?

- Yes
 No

*QUESTION 3

Do you meet the qualifications as stated in the job description?

- Yes
 No

* Required Question