

# University Police Officer - Lateral (Multiple Openings)

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## Position Information

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### Position Information

**Position Number**

**University Pay Plan Title**

University Police Officer

**Posting/Functional Title**

University Police Officer - Lateral (Multiple Openings)

**Monthly Salary**

\$5,000.00 - \$6,056.78

**Budgeted Monthly Salary  
(Permanent Funding Only)**

**Approved Maximum Monthly Salary  
XXXX.XX (No dollar sign or comma)**

6056.78

**Pay Plan Min Salary**

**Pay Plan Mid Salary**

**Pay Plan Max Salary**

**General Description**

Texas State University (TXST) Police Department is looking for lateral transfers who are motivated to help others and be a part of the UPD Team. Every day our officers work with students, faculty, staff and the community to ensure safety for everyone. Here at TXST we are committed to having a diverse workforce that resembles the people of Texas and the University we serve.

**Duties**

- Enforcement of all laws of the State of Texas to include laws and ordinances for TXST University and the city of San Marcos.
- Respond to emergency calls, traffic accidents and general requests for assistance.
- Patrols university property to include campuses and leased properties.
- Issues warnings and citations to violators of university, city and state regulations.
- Conduct preliminary investigations into minor traffic crashes and crimes.
- Writes offense, incident, arrest and impoundment reports in a timely manner.
- Proper use of communication and recording equipment.
- Appears in court and testifies under oath.
- Performs special assignments as required, such as university events, investigations and parking enforcement or crime prevention.
- Work 12-hour shifts, including nights, weekends and holidays.

**Required Qualifications: Applicants must specifically address how they meet these required qualifications to meet the requirements of the position.**

- High School Diploma or equivalent.
- Be licensed by TCOLE; or be a certified or licensed out of state peace officer and successfully obtain TCOLE licensing (basic peace officer or higher) within 90 days of hire.
- Must have at least 1-year prior work experience as a full-time commissioned peace officer with similar duties in a comparable law enforcement agency.
- Left previous agency with an honorable discharge.

**Preferred Qualifications**

- 60 College Credit Hours / Associate's Degree.
- Bachelor's Degree.
- Previous work experience in university policing.
- TCOLE Proficiency Certificate above Basic Peace Officer.

- Current Full Time Working Peace Officer.

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## Posting Information

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### Contact Person

Contact Person's Name	Brandi Valentine
Contact Person's Phone	512-245-9717
Contact Person's Email	rpz24@txstate.edu
Responsible Hiring Manager	Brandi Valentine

### Posting Information

Posting Number	2025277
Job Location	San Marcos
Recruitment Type	Open to All
Job Type	Full-Time
Job Category	

### Additional Information for Applicants

- Lateral Step Increases up to Step Level 6.
- Applicants must be able to pass a background check, psychological exam & occupational step test.
- This position requires driving University vehicles.

Open Date	02/05/2025
Close Date	
Open Until Filled?	Yes
Application Review Date	
Normal Work Days	Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
Normal Work Hours Start	Rotating Shifts
Normal Work Hours End	Rotating Shifts
Quicklink for Posting	<a href="https://jobs.hr.txstate.edu/postings/51354">https://jobs.hr.txstate.edu/postings/51354</a>

### Why work @ Texas State?

- Amazing health insurance: various coverage options starting your first day of employment for full-time employees with Texas State paying 100% of the employee premium and 50% for your dependents!
- Generous paid time off: vacation, holidays, sick days and many more!
- Excellent work life balance resources: mother and family-friendly resources in addition to a comprehensive FREE wellness program
- Great training and development opportunities: choose from a variety of classroom and online course offerings, learning resources, certifications, and employee educational support programs.
- An inclusive Bobcat community: join our many social networks offered on and off-campus
- Retirement peace of mind: TRS pension, retirement plans and voluntary saving options with generous employer contributions

By joining the Texas State Bobcat team, you'll be a part of one of the most beautiful, welcoming, and growing universities in the nation.

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## Job Posting Requirements and Verifications

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### Additional Posting Requirements and Verifications

**Position Requirements**

This position requires driving University vehicles, This position requires pre-employment Physical Skills Assessment, This position requires pre-employment Drug and Alcohol Testing, This position requires verification of the professional certification and/or license.

**Additional Verifications**

This position requires education verification.

**Posting Notices**

Applicant must have a valid Texas Driver's License and be a driver in good standing with less than ten (10) points deducted for driving infractions as determined by the employer driving standards system., Applicant must pass the physical skills assessment relevant to the job posting title requirements., Applicant must pass the drug and alcohol test relevant to the job posting title requirements., You will be required to electronically attach a resume and cover letter to your application. , You will be required to electronically attach a resume., You will be required to electronically attach a cover letter.

**Legal Notices**

Texas State University is an equal employment opportunity employer and takes affirmative action to employ covered veterans and people with disabilities.

Employment with Texas State University is contingent upon the outcome of record checks and verifications including, but not limited to, criminal history, driving records, education records, employment verifications, reference checks, and employment eligibility verifications.

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## Budget Information

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### Budget Info

**Is this a 12 month position?**

Yes

**Funding Source**

Permanent

**Budget Information**

Either a Cost Center or Grant/Internal Order must be provided.

**Cost Dist Percentage**

1418101000

**Cost Center**

**Grant/Internal Order**

**WBS Element**

**Fund**

1000060025

### Department Charge Information

Please provide information for HR to charge department's MO for required criminal history background check, and/or other position required checks including drug and alcohol tests and/or optional checks through HireRight and/or recruitment advertising.

**Type**

Both

**COST CTR** 1418101000

**FUND** 1000060025

**INTERNAL ORDER**

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## Posting Documents

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No documents have been attached.

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## Applicant Document

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Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. DD 214/DD1300
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## Reference Letter Settings

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**Reference Letter Settings**

**Minimum Requests** 2

**Maximum Requests**

**Recommendation Deadline**

**Provider Special Instructions**

**Confirmation Message To Provider**

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* How did you hear about this employment opportunity?
  - o The Chronicle of Higher Education
  - o InsideHigherEd.com
  - o HigherEdJobs.com
  - o Diverse Issues in Higher Education
  - o InsightintoDiversity.com
  - o Texas Workforce Commission-Work in Texas
  - o Colleague, friend, and/or personal referral
  - o Other (Please Specify in follow up question below)
2. \* Do you have a High School Diploma or GED?
  - o Yes - (1.0 points)
  - o No - (0.0 points; disqualifying)
3. \* Do you have a current active TCOLE Peace Officer License or out of state equivalent (must obtain TCOLE license within 3 months of hire date).
  - o Yes - (1.0 points)
  - o No - (0.0 points; disqualifying)

4. \* Do you have 60 College Credit Hours / Associate's Degree?
    - o Yes - (1.0 points)
    - o No - (0.0 points)
  5. \* Do you have a Bachelor's Degree?
    - o Yes - (1.0 points)
    - o No - (0.0 points)
  6. \* Do you have previous work experience in university policing?
    - o Yes - (1.0 points)
    - o No - (0.0 points)
  7. \* Do you have a current TCOLE Proficiency Certificate above Basic Peace Officer?
    - o Yes - (1.0 points)
    - o No - (0.0 points)
  8. \* Are you a current Full Time Working Peace Officer?
    - o Yes - (1.0 points)
    - o No - (0.0 points)
  9. \* Do you currently hold or have the ability to obtain a drivers license within 90 days of employment?
    - o Yes - (1.0 points)
    - o No - (0.0 points; disqualifying)
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## Search Committee Members

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Name	Email	Chair?	Status
Michele Fox	WRE27@txstate.edu	Yes	approved
Patrick Herbelin	WHI25@txstate.edu	No	approved
Jeffrey Bumgarner	AGQ16@txstate.edu	No	approved
P Supancic	PS14@txstate.edu	No	approved
Connor Pillow	HHZ13@txstate.edu	No	approved

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## Evaluative Criteria

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### 1. Police - Difference in duties

**State:** Interviewed

**Weight:** 5

- o Superior (5.0 points)
- o Above Average (4.0 points)
- o Average (3.0 points)
- o Below Average (2.0 points)
- o Unacceptable (1.0 points)

### 2. UPD - Goals for Law Enforcement

**State:** Interviewed

**Weight:** 5

- o Superior (5.0 points)
- o Above Average (4.0 points)
- o Average (3.0 points)
- o Below Average (2.0 points)
- o Unacceptable (1.0 points)

### 3. UPD - Body Cameras

**State:** Interviewed

**Weight:** 5

- o Superior (5.0 points)
- o Above Average (4.0 points)
- o Average (3.0 points)

- Below Average (2.0 points)
- Unacceptable (1.0 points)

4. UPD - Bias Based Policing

**State:** Interviewed

**Weight:** 5

- Superior (5.0 points)
- Above Average (4.0 points)
- Average (3.0 points)
- Below Average (2.0 points)
- Unacceptable (1.0 points)

5. UPD - Mental Fitness

**State:** Interviewed

**Weight:** 5

- Superior (5.0 points)
- Above Average (4.0 points)
- Average (3.0 points)
- Below Average (2.0 points)
- Unacceptable (1.0 points)

6. Police - Balance Empathy & Assertiveness

**State:** Interviewed

**Weight:** 5

- Superior (5.0 points)
- Above Average (4.0 points)
- Average (3.0 points)
- Below Average (2.0 points)
- Unacceptable (1.0 points)

7. Police - Stay Informed

**State:** Interviewed

**Weight:** 5

- Superior (5.0 points)
- Above Average (4.0 points)
- Average (3.0 points)
- Below Average (2.0 points)
- Unacceptable (1.0 points)

8. UPD - Scenario

**State:** Interviewed

**Weight:** 5

- Superior (5.0 points)
- Above Average (4.0 points)
- Average (3.0 points)
- Below Average (2.0 points)
- Unacceptable (1.0 points)