

Campus Police Officer:

Duties and Responsibilities:

The Campus Police Officer reports to the Campus Police Sergeant, Director of Campus Police and the V.P. of Student Services and/or President. **This is a security-sensitive position and is subject to a criminal history record. (Texas Government Code 411.094 & Texas Education Code 51.215)**

Specific duties include:

1. Enforce institutional rules, regulations, and laws regarding student conduct as defined in the *Student Handbook*.
2. Enforce regulations concerning parking, blocking or impeding traffic.
3. Issue traffic tickets, summons and arrest warrants.
4. Enforce institutional rules relative to vehicle identification parking permits.
5. Enforce rules/regulations relative to unauthorized persons being on VC property--e.g., denial of admittance to campus property, ejection of persons who refuse to leave upon official request, and enforcement of proper identification (driver's license or student I.D.).
6. Maintain a professional law enforcement image at all times. Provide consistent law enforcement, dealing with each occurrence in the same professional manner and method.
7. Pursue additional police training.
8. File patrol reports after each shift.
9. To be knowledgeable of all police systems for the Vernon, Century City and Skills Training Center campuses including: hourly police officers, security cameras, and alarm systems, as well as the operational procedures of each. To serve as the contact person to insure proper support from the security officers, IT department, and maintenance as directed by the VC Police Chief.
10. Function as a team member of the Division of Student Services professional staff in the development and implementation of processes necessary to accomplish the goals and philosophy of the division and the College.
11. Assume special responsibilities on assignment by the Director of Police, the V.P. of Student Services and/or the President.

Campus Police Officer General Qualification Requirements

Travel Required: Moderate

Experience and Training: 2 years previous experience in law enforcement, interpersonal and organizational skills, both oral and written. A leader that can guide, advise, and foster a culture within the team.

Education: High School Diploma or GED, holds a valid Texas Commission on Law Enforcement. (TCOLE) Peace Officer License.

Knowledge, Skills, and Abilities: Knowledge, skill, training and ability to deal with emergencies. Ability to take charge and follow procedures, must possess excellent people and communications skills, Willingness and a strong desire to be a leader and role model. Ability to react calmly and responsibly in emergency situations. Knowledge of Microsoft Office and possess general computer and typing skills. Ability to stand for lengthy amounts of time and walk great distances frequently. Ability to work nights, weekends and holidays as required.

Preferred Qualifications: Associate's Degree, 3 or more years' experience in law enforcement.

Minimum Educational Qualifications: High School Diploma or GED, Holds a valid Commission on Law Enforcement. (TCOLE) Peace Officer License.

Salary or Salary Range: This is a full time 12-month position with full time benefits. The salary for this position is based on 300 points on the Administrative salary schedule. The salary is \$36,167 to \$38,962 based on experience. Applications for this position will be accepted until November 30, 2025. This position is available on January 5th.

This is a security-sensitive position and is subject to a criminal history record. Criminal history records will be used only for the purpose of evaluating applicants for employment in security-sensitive positions. (Texas Government Code 411.094 & Texas Education Code 51.215)