

## **Police Officer (2 Vacancies)**

- Full-Time
- University Police

**Department:** University Police

**Salary:** Commensurate with education and experience.

### **Description:**

The UHCL Police Officer protects life, liberty, and property by enforcing Texas laws and university rules, investigating violations, preserving peace, preventing crime, apprehending offenders, and assisting those in need. Duties may involve exposure to high-risk situations, providing basic first aid, and following assignments from supervisors under established procedures, with work reviewed through reports and inspections. Officers all serve as Campus Security under the Clery Act and are designated essential personnel, including hurricane ride-out crew responsibilities.

Pursuant to the State of Texas Executive Order No. GA-48, this position researches, works on, or has access to critical infrastructure and requires the ability to maintain the security or integrity of the University infrastructure. This position requires personnel to be routinely reviewed to determine whether or not criminal history or continuous connections for the government or political apparatus of a foreign adversary might prevent the employee from being able to maintain the security or integrity of the infrastructure.

### **Duties:**

- Preventative campus and adjacent campus patrols, both inside buildings and outside, on foot and with vehicle. Includes traffic enforcement.
- Responds to and documents calls for service and records criminal offense reports.
- Conducts problem solving for quality-of-life issues for campus community.
- Investigates criminal offenses reported to the police department. This includes interviewing complainants, witnesses, as well as suspects.
- Maintains lost and found property/evidence collection, preservation, identification, storage, release and destruction.
- Assists citizens through providing safety escorts, ancillary vehicle services, and campus and community resources.

- Participates in committee assignments intended for department participatory management and performs additional duties/responsibilities as assigned.

**Required Qualifications:**

1. High School diploma or GED
2. Certification from an accredited basic police officer certification school within the past two years or a current Peace Officer License issued by TCOLE.

**Preferred Qualifications:**

- Associate's degree
- Three years of experience as a Police Officer.

**Knowledge, Skills and Abilities:**

- Knowledge of State and Federal laws applicable to police duties.
- Knowledge of UHCL Police Department.
- Skilled in using Microsoft Office products.
- Skilled using police vehicles and attached equipment.
- Skilled in use and care of firearms and specialized police equipment.
- Ability to understand and follow oral instructions, and State and Federal Laws.
- Ability to establish and maintain effective working relationships with others.
- Ability to quickly assess and respond effectively to situations.

All positions at the University of Houston-System are security sensitive and will require a criminal history check. This position also requires a motor vehicle background check and a physical examination.

The University of Houston System and its universities are Equal Opportunity Institutions. Everyone is encouraged to apply at [www.UHCL.edu/jobs](http://www.UHCL.edu/jobs).