

# Police Officer

Opened: 12/16/2024

Closed: When filled

**Southwestern University** is accepting applications for a Police Officer position. This position provides a safe environment for students, faculty/staff, and visitors by their physical presence and through vehicle or foot patrol. The Police Officer will conduct himself / herself in a professional community oriented policing style. This position responds to emergencies; assists in responding to emergency units; and enforces city, county, state, and Federal laws. The Police Officer also ensures that University policies and procedures are followed and promotes the philosophy of the University. Under Federal law (Clery Act), all individuals who work for a campus police department are campus security authorities (CSA). Campus security authorities are responsible for reporting Clery Act crimes that may be reported to them. Individual who is selected for this position will receive CSA training. This is a full-time, fully benefited, non-exempt position who reports to the Chief of Police.

## Primary Duties:

- Patrol campus grounds by vehicle or foot to prevent crime, enforce policy, laws, and provide a safe environment.
- Maintain high visibility, perform police community relation activities by being available to assist staff, students, and visitors, promoting a positive image of the University and the Police Department.
- Monitor campus surroundings and make recommendations for crime prevention.
- Conduct security checks of academic buildings, student residences, and all other University buildings and property. Assist in locking and unlocking buildings.
- Respond to emergency calls, complaints and disturbances, conduct investigations, and submit appropriate reports.

- Keep records of activities, prepare reports and documentation concerning crimes, and complaints.
- Assist with University and committee special events.
- Perform any other educational, investigative, technical and law enforcement duties as may be assigned.
- Assist as needed, the campus community when health services, counseling services, securing parking for events, maintenance, housekeeping, and other divisions are not available.
- Perform individual special assignments (crime prevention, training, traffic, etc.)
- Appear and testify in court as necessary.
- Perform other duties as assigned.

**Requirements:**

- High school diploma or GED.
- Maintain a TCOLE Intermediate Peace Officer certification or above.
- Knowledge of federal, state and local laws.
- Knowledge of police department rules and regulations.
- Knowledge and ability to use and care of vehicles, firearms, and specialized equipment.
- Knowledge and skill to drive necessary vehicles adeptly.
- Maintain the minimum annual training hours as required by TCOLE.
- Possess a Texas driver's license and a good driving record.
- Ability to read and comprehend procedure manuals, reports, memos, laws, statutes and ordinances.

- Ability to write accurate and coherent reports producing a reliable work product.
- Ability to analyze situations and adopt a quick, effective, and reasonable course of action.
- Demonstrated leadership skills, including a strong work ethic.
- Willingness to adhere to the University's core values.
- Possess excellent interaction and communication skills (verbal and written).
- Demonstrated professional manner with all internal and external University constituencies.
- Proven ability to perform well in stressful situations.
- Understanding and commitment to a liberal arts education, including the ability to relate to a liberal arts faculty.
- Ability to attend work consistently and maintain a regular work schedule.

**Preferred Position Requirements:**

- Some college work in criminal justice, psychology, or a related field, and/or previous police experience OR any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- Advanced certification by the Texas Commission on Law Enforcement (TCOLE) and appropriate Texas driver's license.
- ALERRT Certified Instructor
- Taser Certified

**Southwestern University offers competitive salary and benefits** including health, dental, life, long term disability, retirement, paid holidays, vacation, sick leave, undergraduate tuition assistance for you and your dependents, access to athletic facilities, free parking,

and discounted meal rates. Southwestern University is a selective, undergraduate institution committed to a broad-based liberal arts, sciences, and fine arts education. Southwestern University is deeply committed to fostering a diverse educational environment and especially encourages applications from members of groups traditionally underrepresented in academia. For information concerning the University, visit our Website at [www.southwestern.edu/](http://www.southwestern.edu/).

**To apply:** The University will only accept application materials through Interfolio at [apply.interfolio.com/160882](http://apply.interfolio.com/160882). Interested persons must submit a letter of interest, resume, the names and contact information of three professional references. Email and paper applications will not be accepted. Only complete applications will be reviewed by the Search Committee. Review of application materials will begin immediately and continue until the position is filled. All offers of employment are contingent on successful completion of the University's Background Check Policy process. Southwestern University is an E-Verify employer. EOE/M/F

*Inclusion is the deliberate effort to create an environment in which people from all backgrounds\* are not only included but welcomed, valued, respected, considered, and supported within our community. People from marginalized (i.e., devalued) and/or minoritized (i.e., underrepresented) groups are heard, seen, respected and accepted in all aspects of our community. Southwestern University is committed to inclusive excellence that provides access and support, enables participation, and removes barriers so that all people within our community are empowered and can thrive in a campus that is welcoming and validating.*

*\*including but not limited to people of color (race, ethnicity, nationality), sex, sexual identity, gender identity, age, physical and mental disabilities, socioeconomic status, religion, immigrants, and the intersection of these identities.*

**Jeanne Clery Statement:** Notice of Availability of Annual Security and Fire Safety Report— Southwestern University Annual Safety and Fire Report is available online at <https://www.southwestern.edu/life-at-southwestern/safety-security/annual-security-reports/> containing mandated information about current campus policies concerning safety and security issues, required statistics, and other related information for the past three calendar years. To obtain a paper copy of the report, please call 512-863-1435.