

	<b>SFASU POLICE DEPARTMENT</b>	
	<b>Policy 1.7 Functional Responsibilities / Required Knowledge, Skills and Abilities / Shift Assignments and Regular Days Off (sworn &amp; non-sworn)</b>	
	<b>Effective Date: 08/18/2020</b>	<b>Updated: 05/12/2021</b>
	<b>Approved: John Fields Chief of Police</b>	
	<b>Reference: IACLEA 1.1.1b, 3.2.1, 5.1.3</b>	

## I. POLICY

All university employees are essential partners in the mission to prepare students for future successes. Members of the police department fully support the university’s educational objectives as we seek excellence in all aspects of our job functions and responsibilities.

## II. PURPOSE

The purpose of this policy is to document the essential and non-essential job functions for all approved police department employment positions.

## III. BOARD OF REGENTS APPROVED POSITIONS

### A. CHIEF OF POLICE

#### GENERAL DESCRIPTION:

This is an executive position responsible for planning and directing the activities of the Department of Public Safety. Responsible for establishing, directing, administering, and monitoring the development and operations of the department and promoting a safe and secure educational and work environment for the university community through the communication and enforcement of university policies and federal, state, and local laws and the development and implementation of effective crime prevention strategies. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Reports to the Vice President of University Affairs.

#### ESSENTIAL JOB FUNCITONS:

1. Directs the administration, planning, and organization of the University Police Department including the university police, emergency management and crisis response, and parking services.

2. Collaborates with key university administrators and provides strategic leadership and direction to all law enforcement, security, and public safety aspects of the university's units, operations, policies, objectives, and initiatives.
3. Develops, revises, interprets, explains, and ensures compliance with university policies and procedures consistent with local, state, and federal laws, statutes, codes, and regulations.
4. Develops, revises, interprets, explains, and ensures compliance with university policies and procedures consistent with local, state, and federal laws, statutes, codes and regulations.
5. Develops and implements effective crime prevention strategies.
6. Establishes and maintains strong collaborative relationships with university constituents and local, regional, state, and federal law enforcement agencies.
7. Oversees the development and administration of the department budget.
8. Establishes priorities in and oversees the enforcement of proper investigative and enforcement procedures.
9. Ensures that appropriate threat assessment/management and risk mitigation measures are in place.
10. Reviews incidents of concern related to area of responsibility.
11. Oversees, assesses, and responds to critical campus law enforcement, public safety, and security concerns, issues, and situations.
12. Prepares, analyzes, and oversees the submission of various reports concerning law enforcement, public safety, and investigative activities.
13. Prepares data driven reports for parking service revenue.
14. Supervises and regulates parking services for the campus.
15. Develops daily and weekly plans to interpret and explain parking guidance.

NON-ESSENTIAL JOB FUNCTIONS:

1. Supervises the receipt of payments from students and others for departmentally sponsored activities.
2. Represents the department on various university committees.
3. Directs and coordinates special projects, as assigned.
4. Discharges the responsibilities and obligations of a Texas peace officer.
5. Performs other related duties as assigned.

GENERAL QUALIFICATIONS:

1. Required, Knowledge, Skills and Abilities:

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation.

- a. Knowledge of, or the ability to learn, university policies and procedures.
- b. Knowledge of professional standards and law enforcement procedures.
- c. Working knowledge of the Jeanne Clery Disclosure of Campus Security and Campus Crimes Statistics Act.
- d. Knowledge of standard parking equipment.
- e. Knowledge of parking regulations or parking policies.
- f. Skill in the operation of weapons used in law enforcement.
- g. Ability to learn office and university-specific software.
- h. Ability to communicate effectively in both oral and written form.
- i. Ability to interpret and apply state, federal, and university policies, rules, regulations, and laws related to the area of responsibility.
- j. Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- k. Ability to organize work effectively, conceptualize, prioritize objectives, and exercise independent judgment based on an understanding of organizational policies and activities.
- l. Ability to work collaboratively and build strategic relations with members of the university community, prosecutors, and law enforcement agencies.
- m. Ability to manage a budget and work within the constraints of that budget.
- n. Ability to react quickly and calmly in emergency situations.
- o. Ability to diffuse and respond effectively to situations involving intense pressures and/or unpredictable persons.
- p. Ability to be on-call and work evenings, nights, and weekends, as required.
- q. Ability to obtain a Texas driver's license, SFA permit, and van certification prior to employment.
- r. Physical condition adequate to permit full performance of duties.

2. Education:

Bachelor's degree in criminal justice, law enforcement, or a related field is required. Master's degree is preferred.

3. Experience and Training:

Ten years of progressively responsible experience in public safety is required. Experience in the law enforcement field is required. Supervisory experience in an administrative or management position at the rank of Police Lieutenant (or the equivalent) or above is required. Law enforcement experience working in a higher education environment is preferred. Must have, or be eligible to obtain, a Texas Peace Officer License and Master Certification from the Texas Commission on Law Enforcement (TCOLE). If not possessed, the required license(s) and certification must be obtained no later than six months following the date of the appointment.

**B. DEPUTY CHIEF OF POLICE**

GENERAL DESCRIPTION:

This is a managerial position responsible for assisting in directing public safety efforts across campus, including the university police, emergency management, and parking and traffic. Primarily responsible for supervisory oversight of the university police and performing administrative duties including budget preparation, implementation, and review, and departmental policy and procedure review. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to the Chief of Police.

ESSENTIAL JOB FUNCTIONS:

1. Supervises the university police, including overseeing daily operations and the scheduling, training, and development of sworn officers and staff.
2. Manages the communication center within the university police department.
3. Assists with the supervision of the emergency management and parking and traffic units within the University Police Department.
4. Informs chief of police of the current status of supervised areas.
5. Assists chief of police with public safety budget preparation. Oversees budget implementation and conducts budgetary reviews for areas supervised.
6. Responds to complaints and inquiries from the general public.
7. Reviews current department policies and procedures; proposes and implements changes as needed.
8. Reviews accident and offense reports to verify their accuracy and validity.
9. Supervises security measures at public events to ensure safety.
10. Works nights, weekends, and on call after hours, as required.
11. Serves as acting chief of police in his/her absence.

12. Ensures sensitive inspections equipment is maintained.

NON-ESSENTIAL JOB FUNCTIONS:

1. Receives and/or supervises the receipt of payments from students and others for departmentally sponsored activities.
2. Addresses student groups, as requested.
3. Discharges the responsibilities and obligations of a Texas peace officer.
4. Performs other related duties as assigned.

GENERAL QUALIFICATIONS:

1. Required Knowledge, Skills and Abilities:

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation.

- a. Knowledge of, or the ability to learn, university and departmental policies and procedures.
- b. Knowledge of, or the ability to learn, professional standards and law enforcement procedures.
- c. Knowledge of relevant policies, procedures, and strategies to promote safety and effective security operations for the protection of people, data, property, and institutions.
- d. Skill in the operation of, and the ability to operate, weapons used in law enforcement.
- e. Ability to establish and maintain a good rapport with university faculty and staff, students, prosecutors, law enforcement agencies, and the general public.
- f. Ability to communicate effectively in both oral and written form.
- g. Ability to exercise sound judgment in making critical decisions.
- h. Ability to react quickly and calmly in emergency situations.
- i. Ability to diffuse and respond effectively to situations involving intense pressures and/or unpredictable persons.
- j. Ability to identify problems, evaluate alternatives, and implement effective solutions.
- k. Ability to enforce security rules and regulations.
- l. Ability to use force when necessary to fulfill job duties.

- m. Ability to obtain a Texas driver's license, SFA permit, and van certification prior to employment.
- n. Ability to be on-call and work evenings, nights, and weekends, as required.
- o. Physical condition adequate to permit full performance of duties.

2. Education:

Bachelor's degree in criminal justice, public administration, or a related field is required. Master's degree is preferred.

3. Experience and Training:

Seven years of progressively responsible experience in public safety is required. Experience in the law enforcement field is required. Supervisory experience is required. Must have, or be eligible to obtain, a Texas Peace Officer License and Advanced Certification from the Texas Commission on Law Enforcement (TCOLE). If not possessed, the required license(s) and certification must be obtained no later than six months following the date of the appointment.

**C. LIEUTENANT (Patrol)**

GENERAL DESCRIPTION:

This is a supervisory position responsible for planning, organizing, and supervising all aspects of police patrol activities within the University Police Department. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to the Associate Director of Public Safety/Assistant Chief of Police.

ESSENTIAL JOB FUNCTIONS:

1. Supervises subordinate staff, including sergeants, corporals, and officers.
2. Oversees special events, planning, staffing, and scheduling.
3. Coordinates the Field Training Officer Program.
4. Monitors department fleet of patrol vehicles and coordinates maintenance as appropriate to ensure proper functioning and overall safety.
5. Inspects department-issued equipment for proper functioning and ensures that deficiencies are corrected.
6. Monitors and evaluates the efficiency and effectiveness of police patrol functions, making recommendations as needed.

7. Responds to major incidents reported to ensure that proper procedures and protocols are followed.
8. Reviews incident reports and accident reports.
9. Assimilates and interprets administrative directives and policies and ensures implementation.
10. Provides professional skills to in-service training.

NON-ESSENTIAL JOB FUNCTIONS:

1. May receive and/or supervise the receipt of payments from students and others for departmentally sponsored activities.
2. Performs other related duties as assigned.

GENERAL QUALIFICATIONS:

1. Required Knowledge, Skills and Abilities:

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation.

- a. Knowledge of, or the ability to learn, university policies and procedures.
- b. Knowledge of the principles of police supervision, training, and performance evaluation.
- c. Knowledge of the regulations and use of TLETS and TCIC/NCIC.
- d. Skill in the use and maintenance of standard tools and equipment of the profession, including firearms, emergency vehicle equipment, restraints, illumination and evidence collection tools, and other law enforcement equipment.
- e. Ability to react quickly and calmly in emergency situations.
- f. Ability to enforce security rules and regulations.
- g. Ability to train and supervise others.
- h. Ability to learn office and university-specific software.
- i. Ability to communicate effectively in both oral and written form.
- j. Ability to maintain effective interpersonal relationships.
- k. Ability to exercise sound judgment in making decisions.
- l. Ability to work evenings, nights, and weekends as necessary.

2. Education:

High school diploma or equivalent is required.

3. Experience and Training:

Six years of related police experience is required. Supervisory experience within a police department is required. Experience coordinating a law enforcement field training program is required. Must be licensed by the Texas Commission on Law Enforcement (TCOLE) prior to employment. TCOLE certification as a Police Instructor or Police Firearms Instructor is preferred.

**D. LIEUTENANT (Parking Services)**

GENERAL DESCRIPTION:

This is a supervisory position responsible for planning, organizing, and supervising all aspects of police patrol activities within the University Police Department. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to the Associate Director of Public Safety/Assistant Chief of Police.

ESSENTIAL JOB FUNCTIONS:

1. Supervises subordinate staff, including sergeants, corporals, and officers.
2. Oversees special events, planning, staffing, and scheduling.
3. Oversees daily Parking Operations.
4. Coordinates parking for special events.
5. Coordinates the Field Training Officer Program.
6. Monitors department fleet of patrol vehicles and coordinates maintenance as appropriate to ensure proper functioning and overall safety.
7. Inspects department-issued equipment for proper functioning and ensures that deficiencies are corrected.
8. Monitors and evaluates the efficiency and effectiveness of police patrol functions, making recommendations as needed.
9. Responds to major incidents reported to ensure that proper procedures and protocols are followed.
10. Reviews incident reports and accident reports.
11. Assimilates and interprets administrative directives and policies and ensures implementation.
12. Provides professional skills to in-service training.



### NON-ESSENTIAL JOB FUNCTIONS:

1. May receive and/or supervise the receipt of payments from students and others for departmentally sponsored activities.
2. Performs other related duties as assigned.

### GENERAL QUALIFICATIONS:

#### 1. Required Knowledge, Skills and Abilities:

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation.

- a. Knowledge of, or the ability to learn, university policies and procedures.
- b. Knowledge of the Parking T2 system.
- c. Knowledge of the principles of police supervision, training, and performance evaluation.
- d. Knowledge of the regulations and use of TLETS and TCIC/NCIC.
- e. Skill in the use and maintenance of standard tools and equipment of the profession, including firearms, emergency vehicle equipment, restraints, illumination and evidence collection tools, and other law enforcement equipment.
- f. Ability to react quickly and calmly in emergency situations.
- g. Ability to enforce security rules and regulations.
- h. Ability to train and supervise others.
- i. Ability to learn office and university-specific software.
- j. Ability to communicate effectively in both oral and written form.
- k. Ability to maintain effective interpersonal relationships.
- l. Ability to exercise sound judgment in making decisions.
- m. Ability to work evenings, nights, and weekends as necessary.

#### 2. Education:

High school diploma or equivalent is required.

#### 3. Experience and Training:

Six years of related police experience is required. Supervisory experience within a police department is required. Experience coordinating a law enforcement field training program is required. Must be licensed by the Texas Commission on Law Enforcement (TCOLE) prior to employment. TCOLE certification as a Police Instructor or Police Firearms Instructor is preferred.

## **E. SERGEANT**

### GENERAL DESCRIPTION:

Performs responsible work involved in the supervision of police officers and in the investigation of incidents pertaining to traffic and security occurring on the university campus. Work involves the continuous checking of University Police Department officers in discharging the supervision and investigative functions required to maintain an effective traffic and police force for the university. Work is checked by observation of effectiveness as supervisors by the Associate Director of Public Safety/Assistant Chief of Police and/or the Executive Director of Public Safety/Chief of Police and is reviewed by frequent conferences with supervisor.

### ESSENTIAL JOB FUNCTIONS:

1. Directs and/or coordinates UPD personnel in routine duties and at special university functions.
2. Supervises and performs daily police patrols of the university campus.
3. Takes statements from subjects and interviews witnesses or suspects.
4. Makes arrests and issues citations.
5. Files complaints/charges with JP, county, and district courts.
6. May coordinate key systems and security patrols for the campus.
7. Checks UPD vehicles for routine maintenance and repair.
8. Investigates crime reports and complaints.
9. Prepares reports and daily logs on cases and ongoing investigations.
10. Reviews reports written by subordinates for accuracy and offers assistance when needed.
11. May provide services including personnel escorts, vehicle jump starts and lockouts, and mobilizing elevators.
12. Escorts bank deposits in accordance with established university policy.
13. May operate teletype, police computer, dispatch radio, and related equipment.

14. May work special assignments, respond to alarm calls (burglar and fire), promote a safe work environment, and counsel subordinates as to university and departmental policy and procedures.

NON-ESSENTIAL JOB FUNCTIONS:

1. May assist other law enforcement agencies in cases involving campus residents or in backup capacity.
2. May oversee the dispatch office during patrol shift.
3. May contact community agencies for assistance where appropriate for cases involving campus residents.
4. May report maintenance problems to the appropriate personnel.
5. May receive and/or supervise the receipt of payments from students and others for departmentally sponsored activities.
6. Performs other related duties as assigned.

GENERAL QUALIFICATIONS:

1. Required Knowledge, Skills and Abilities:

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation.

- a. Thorough knowledge of the traffic and parking regulations of the university.
- b. Knowledge of police investigative methods and techniques, or ability to acquire such knowledge rapidly.
- c. Knowledge of the location of university buildings, parking areas, and special equipment not located in buildings.
- d. Skill in the operation of a patrol car, or the ability to acquire the skill quickly.
- e. Ability to train and supervise others.
- f. Ability to react quickly and calmly in emergency situations.
- g. Ability to enforce security rules and regulations.
- h. Ability to maintain effective interpersonal relationships.
- i. Ability to operate other equipment required in the performance of duties.
- j. Ability to qualify with a service weapon in accordance with state regulations and maintain such weapon.

- k. Ability to learn office and university-specific software.
- l. Ability to exercise sound judgment in making decisions.
- m. Ability to work evenings, nights, weekends, and in inclement weather as necessary.
- n. Physical condition adequate to permit full performance of duties.

2. Education:

High school or equivalent is required. Must meet all other minimum standards for appointment as established by the Texas Commission on Law Enforcement (TCOLE) under Article (23aa) Vernon's Texas Civil Statutes.

3. Experience and Training:

Three years as a UPD Police Officer II or equivalent or a bachelor's degree in criminal justice, public administration, or related field in conjunction with a minimum of two years' experience as a Texas police officer. Completion of an approved Police Academy Training Program is required.

## **F. CORPORAL**

### GENERAL DESCRIPTION:

This position is responsible for performing work involved in the supervision of police officers two days per week and at other times in the absence of the supervisory sergeant. Responsible for the continuous checking of University Police Department officers in discharging the supervision and investigative functions required to maintain an effective traffic and police force for the university; protecting life and property by patrolling the campus to prevent and discover crimes; enforcing traffic and other campus rules and regulations; performing preliminary investigations of crimes and accidents; and ensuring security of university personnel, students, and facilities. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Reports to the Associate Director of Public Safety/Assistant Chief of Police two days per week and the supervisory Sergeant the remainder.

### ESSENTIAL JOB FUNCTIONS:

- 1. Directs and/or coordinates UPD personnel in routine duties on patrol and at special functions.

2. Patrols assigned areas to check building security, assist and back-up student building security personnel, and check for and remedy hazardous or potential criminal situations.
3. Answers calls involving fires, accidents, and various misdemeanors and felonies.
4. Makes arrests and issues citations.
5. Maintains surveillance on criminal suspects and unauthorized persons on campus.
6. Escorts bank deposits in accordance with established university policies.
7. Completes reports of arrests, accidents, interviews, and evidence property received.
8. Acts as trainer of new personnel and assists in case preparation as required.
9. May provide services including personnel escorts, vehicle jump-starts and lockouts, and mobilizing elevators.
10. May be assigned to work in the dispatch office and operate the teletype, police computer, dispatch radio, and related equipment.
11. Receives complaints and requests for information from university personnel and the public and resolves or refers to appropriate officials.

NON-ESSENTIAL JOB FUNCTIONS:

1. Work special assignments as needed.
2. Assists city, county, and state police officers at their request.
3. May oversee dispatch office and check records for invalid format.
4. May be in charge of criminal investigations.
5. May set, monitor, and log alarm systems.
6. May receive and/or supervise the receipt of payments from students and others for departmentally sponsored activities.
7. Performs other related duties as assigned.

GENERAL QUALIFICATIONS:

1. Required Knowledge, Skills and Abilities:

The individual must possess the following knowledge, skills and abilities or, using some other form of skills and abilities, be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation.

- a. Knowledge of, or the ability to learn, university policies, procedures, and related regulations.

- b. Skill in the use, or ability to learn, two-way radio and telephone communication methods as they apply to police and security operations.
- c. Skill in the operation of a patrol car, or the ability to acquire the skill quickly.
- d. Ability to qualify for the state's minimum revolver score.
- e. Ability to react quickly and calmly in emergency situations.
- f. Ability to enforce security rules and regulations.
- g. Ability to train and supervise others.
- h. Ability to learn office and university-specific software.
- i. Ability to communicate effectively in both oral and written form.
- j. Ability to maintain effective interpersonal relationships.
- k. Ability to exercise sound judgment in making decisions.
- l. Ability to work evenings, nights, weekends, and in inclement weather as necessary.
- m. Ability to obtain a Texas driver's license, SFA permit, and university driver's certification prior to employment.
- n. Physical condition adequate to permit full performance of duties.

2. Education:

High school diploma or equivalent is required. Must meet all other minimum standards for appointment as established by the Texas Commission on Law Enforcement (TCOLE) in Article (23aa) Vernon's Texas Civil Statutes.

3. Experience and Training:

Two years of related experience in the position of Police Officer I or II is required. One year, 30 hours of college credit, can substitute for up to one year of experience towards this requirement. Completion of an approved Police Academy Training Program is required.

## **H. POLICE OFFICER II**

### GENERAL DESCRIPTION:

This position is responsible for protecting life and property by patrolling the campus to prevent and discover crimes; enforcing traffic and other campus rules and regulations; performing preliminary investigations of crimes and accidents; and ensuring security of university personnel, students, and facilities. May act as shift commander in the absence of shift sergeant. Reports to the Sergeant.

### ESSENTIAL JOB FUNCTIONS:

1. Patrols assigned areas to check building security, assist and back-up student building security personnel, and check for and remedy hazardous or potential criminal situations.
2. Enforces vehicle operation and parking laws.
3. Directs traffic.
4. Answers calls involving fires, accidents, and various misdemeanors and felonies.
5. Makes arrests and issues citations.
6. Gathers preliminary information as responding officer on criminal calls, prepares relevant reports to pass the information gathered on to the assigned investigator, assists investigator in case preparation, and may act as criminal investigator for the department as required.
7. Maintains surveillance on criminal suspects and unauthorized persons on campus.
8. Escorts bank deposits in accordance with established university policies.
9. Escorts prisoners and serves warrants.
10. Completes reports of arrests, accidents, interviews, and evidence property received.
11. Attends training sessions.
12. Acts as trainer of new personnel, assists in case preparation as required.
13. Testifies in court.
14. May provide services including personal escorts, vehicle jump starts and lockouts, and mobilizing elevators.
15. May be assigned to work in the dispatch office and operate the teletype, police computer, dispatch radio, and related equipment.
16. Receives complaints and requests for information from university personnel and the public and resolves or refers them to appropriate officials.
17. Functions as senior patrol officer and/or lead officer as required.

### NON-ESSENTIAL JOB FUNCTIONS:

1. Works special assignments as needed.
2. Assists city, county, and state police officers at their request.
3. May be responsible for raising and lowering the flags.
4. May provide simple maintenance and upkeep of UPD traffic vehicles.
5. May receive and/or supervise the receipt of payments from students and others for departmentally sponsored activities.
6. Performs other related duties as assigned.

## GENERAL QUALIFICATIONS:

### 1. Required Knowledge, Skills and Abilities:

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation.

- a. Knowledge of traffic and parking regulations of the university and of the location of buildings and parking areas on the university grounds or the ability to acquire such knowledge rapidly.
- b. Working knowledge of the procedures to be used in reporting and dealing with emergencies until proper assistance is received.
- c. Ability to learn two-way radio and telephone communication methods as they apply to police and security operations.
- d. Ability to learn and enforce university rules and regulations governing the conduct of persons and the use of university buildings and grounds during evening and night hours and on holidays.
- e. Ability to deal effectively and tactfully with university personnel, visitors, and general community relations in a courteous and professional manner which projects the highest standards of law enforcement.
- f. Ability to report quickly and calmly in emergency situations.
- g. Proven ability in leadership and dedication to law enforcement as a profession.
- h. Ability to work night hours, weekends, overtime, or in inclement weather.
- i. Ability to maintain the TCOLE minimum weapon proficiency.
- j. Ability to use police computer and related dispatching equipment.
- k. Physical condition adequate to permit full performance of duties.

### 2. Education:

High school diploma or equivalent is required. Must meet all other minimum standards for appointment as established by the Texas Commission on Law Enforcement (TCOLE) under Article (23aa) Vernon's Texas Civil Statutes.

### 3. Experience and Training:

Two years of experience as a Police Officer I or equivalent is required. Completion of a TCOLE approved Police Academy Training Program and



TCOLE State Licensing Exam is required. Intermediate Certificate from TCOLE is required. Possession of an appropriate and valid driver's license is required at the time of appointment.

## **G. POLICE OFFICER I**

### GENERAL DESCRIPTION:

This position is responsible for protecting life and property by patrolling the campus to prevent and discover crimes; enforcing traffic and other campus rules and regulations; performing preliminary investigations of crimes and accidents; and ensuring security of university personnel, students, and facilities. Reports to the Sergeant.

### ESSENTIAL JOB FUNCTIONS:

1. Patrols assigned areas to check building security, assist and back-up student building security personnel, and check for and remedy hazardous or potential criminal situations.
2. Enforces vehicle operation and parking laws.
3. Directs traffic.
4. Answers calls involving fires, accidents, and various misdemeanors and felonies.
5. Makes arrests and issues citations.
6. Gathers preliminary information as responding officer on criminal calls, prepares relevant reports to pass the information gathered on to the assigned investigator, and assists investigator in case preparation as required.
7. Maintains surveillance on criminal suspects and unauthorized persons on campus.
8. Escorts bank deposits in accordance with established university policies.
9. Escorts prisoners and serves warrants.
10. Completes reports of arrests, accidents, interviews, and evidence property received.
11. Attends training sessions.
12. Acts as trainer of new personnel, assists in case preparation as required.
13. Testifies in court.
14. May provide services including personal escorts, vehicle jump starts and lockouts, and mobilizing elevators.
15. May be assigned to work in the dispatch office and operate the teletype, police computer, dispatch radio, and related equipment.
16. Receives complaints and requests for information from university personnel and the public and resolves or refers them to appropriate officials.

### NON-ESSENTIAL JOB FUNCTIONS:

1. Works special assignments as needed.
2. Assists city, county, and state police officers at their request.
3. May be responsible for raising and lowering the flags.
4. May provide simple maintenance and upkeep of UPD traffic vehicles.
5. May receive and/or supervise the receipt of payments from students and others for departmentally sponsored activities.
6. Performs other related duties as assigned.

### GENERAL QUALIFICATIONS:

#### 1. Required Knowledge, Skills and Abilities:

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation.

- a. Knowledge of traffic and parking regulations of the university and of the location of buildings and parking areas on the university grounds or the ability to acquire such knowledge rapidly.
- b. Working knowledge of the procedures to be used in reporting and dealing with emergencies until proper assistance is received.
- c. Skill in the operation of a patrol car, or the ability to acquire such skill rapidly.
- d. Ability to learn two-way radio and telephone communication methods as they apply to police and security operations.
- e. Ability to learn and enforce university rules and regulations as they apply to police and security operations.
- f. Ability to learn and enforce university rules and regulations governing the conduct of persons and the use of university buildings and grounds during evening and night hours and on holidays.
- g. Ability to deal effectively and tactfully with university personnel, visitors, and general community relations in a courteous and professional manner which projects the highest standards of law enforcement.
- h. Ability to report quickly and calmly in emergency situations.
- i. Ability to work night hours, weekends, overtime, or in inclement weather.
- j. Ability to maintain the TCOLE minimum weapon proficiency.

- k. Ability to use police computer and related dispatching equipment.
- l. Physical condition adequate to permit full performance of duties.

2. Education:

High school diploma or equivalent is required. Must meet all other minimum standards for appointment as established by the Texas Commission on Law Enforcement (TCOLE) under Article (23aa) Vernon's Texas Civil Statutes.

3. Experience and Training:

Completion of a TCOLE approved Police Academy Training Program and TCOLE State Licensing Exam is required. Possession of an appropriate and valid driver's license is required at the time of appointment.

## **H. DISPATCH COORDINATOR**

### GENERAL DESCRIPTION:

This position is responsible for operating and supervising a two-way radio communication base station. Responsible for performing specialized tasks requiring application of university rules and regulations and two-way communications equipment. Responsible for supervising dispatch personnel, delegating duties, and overseeing the daily operations. Reports to the Associate Director of Public Safety/Assistant Chief of Police.

### ESSENTIAL JOB FUNCTIONS:

1. Supervises dispatch personnel, organizes the delegation of duties, and oversees the daily operations.
2. Dispatches university police in respect to requests or emergencies.
3. Receives and routes incoming work.
4. Receives, writes-up, and routes telephone calls or orders.
5. Serves as campus operator after normal business hours.
6. Monitors all city-wide emergency communication bands.
7. Uses computer terminal to access data banks on a state and national level.
8. Operates department's two-way radio communications base and performs duties involving transmitting radio communications and transcribing radio communications in compliance with the department operating procedure and FCC regulations.
9. Dispatches maintenance personnel for after hour emergencies.
10. Operates teletype.

11. Receives fire, burglar alarm, and entry signals and takes appropriate action according to established departmental procedures.

NON-ESSENTIAL JOB FUNCTIONS:

1. Maintains or supervises the maintenance of a complex file and cross reference system, as necessary.
2. Maintains mileage logs, key inventory logs, time sheets, etc.
3. Operates Telephone Device for the Deaf (TDD) equipment, as necessary.
4. May receive and/or supervise the receipt of payments from student and others for departmentally sponsored activities.
5. Performs other related duties as assigned.

GENERAL QUALIFICATIONS:

1. Required Knowledge, Skills and Abilities:

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation.

- a. Knowledge of, or ability to learn, university and departmental policies and procedures.
- b. Knowledge of relevant equipment and strategies to promote effective dispatch operations for the protection of people, property, and the institution as it relates to public safety.
- c. Knowledge of, or ability to learn, applicable FCC licensing requirements and other policies and procedures.
- d. Ability to learn office and university-specific software.
- e. Ability to think clearly and act quickly in emergency situations and to obtain accurate information from person telephoning for assistance.
- f. Ability to communicate effectively in both oral and written form.
- g. Ability to understand and follow complex instructions.
- h. Ability to train and supervise others.

2. Education:

High school diploma or equivalent is required.

3. Experience and Training:

Three years of experience as a dispatcher is required.

## **I. DISPATCHER**

### GENERAL DESCRIPTION:

Operates a two-way radio communication base station. Work involves performing specialized tasks requiring application of university rules and regulations and two-way communications equipment. Work may involve supervising one or more routine clerical workers on special assignment. Work requires contact with students, faculty, and the general public. Transmits radio communications and transcribes radio and telephone communications to writing in compliance with departmental operational procedure and FCC regulations. Maintains various departmental logs. Uses computer terminal to access state and national data banks via the Department of Public Safety's National Crime Information Center. Work is performed independently according to standard procedures. Instructions are received on special assignments and procedural changes. Reports to the Dispatch Coordinator.

### ESSENTIAL JOB FUNCTIONS:

1. Dispatches university police and emergency medical services in response to requests or emergencies.
2. Works with local police and fire departments in on-campus emergencies.
3. Receives and routes incoming work.
4. Receives, writes-up, and routes telephone calls or orders.
5. Serves as campus operator after normal business hours.
6. Monitors all city-wide emergency communication bands.
7. Uses computer terminal to access data banks on a state and national level.
8. Operates department's two-way radio communications base and performs duties involving transmitting radio communications and transcribing radio communications in compliance with the department operating procedure and FCC regulations.
9. Dispatches maintenance personnel for after hour emergencies.
10. Operates teletype.
11. Receives fire, burglar alarm, and entry signals and takes appropriate action according to established departmental procedures.

### NON-ESSENTIAL JOB FUNCTIONS:

1. May maintain or supervise the maintenance of a complex file and cross-reference system.
2. May maintain mileage logs, key inventory logs, time sheets, etc.

3. May have occasion to operate Telephone Device for the Deaf (TDD) equipment.
4. Performs other related duties as assigned.

### GENERAL QUALIFICATIONS

1. Required Knowledge, Skills and Abilities:

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation.

- a. Knowledge of, or the ability to learn, university and departmental policies and procedures.
- b. Knowledge of, or the ability to learn, applicable FCC licensing requirements and other policies and procedures.
- c. Ability to think clearly and act quickly in emergency situations and to obtain accurate information from person telephoning for assistance.
- d. Ability to communicate effectively in both oral and written form.
- e. Ability to understand and follow complex instructions.
- f. Ability to maintain and establish good rapport with university faculty, staff, students, and the general public.
- g. Ability to work evenings, nights, and weekends as necessary.

2. Education:

High school diploma or equivalent required.

3. Experience and Training:

Six months experience in use of two-way communication equipment or equivalent experience in radio communications is preferred

## **J. Traffic Officer**

### ESSENTIAL JOB FUNCTIONS:

1. Directs the flow of traffic and the parking of cars.
2. Patrols the campus on foot or in a patrol vehicle.
3. Issues parking citations, reports all infractions of regulations to the police department.

4. Watches for prowlers, fires, water leaks, and other irregularities or suspicious happenings in and around buildings and equipment.
5. Reports all traffic-related emergencies to police dispatcher.
6. Assists patrol officers with traffic control and direction upon request.
7. Unlocks or jump starts vehicles, provides escorts and patrols special events.
8. Frequently required to work overtime for special events.

NON-ESSENTIAL JOB FUNCTIONS:

1. May work in the dispatch office or man the information booth.
2. May operate police computer and dispatching equipment.
3. May issue permits and provide simple maintenance and upkeep of UPD vehicles.

GENERAL QUALIFICATIONS:

1. Required Knowledge, Skills and Abilities:

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation.

- a. Knowledge of University traffic and parking regulations.
- b. Ability to use discretion in the performance of duties.
- c. Ability to follow written and oral directions.
- d. Ability to deal effectively and tactfully with other University employees, students and campus visitors.
- e. Ability to provide good public relations for the University.

**K. ADMINISTRATIVE SPECIALIST – UPD**

GENERAL DESCRIPTION:

Performs complex administrative and accounting work in police and educational environment. Assists with budget preparation, maintaining time records of employees, managing University Police Badge, CAD, and TicketTrac systems. Supervises assigned staff and student assistants. Processes and manages students' records working within the department. Reports to the Executive Director of Public Safety/Chief of Police.

### ESSENTIAL JOB FUNCTIONS:

1. Manages departmental systems, Badge, CAD and TicketTrac systems.
2. Maintains all employees' vacation, sick, and comp time balances and daily time sheets.
3. Manages and complies with human resources requirements for 50+ employees on a daily basis (including FMLA, LWP/LWOP, EPAFs, leave requests, etc.).
4. Prepares and posts payroll.
5. Assists with budget preparation and related issues, including the review of available funds in various accounts.
6. Maintains departmental files on all current employees.
7. Prepares all accounts payable/receivable, Inter-Departmental Transfers, purchase requisitions, and purchase orders.
8. Instructs and maintains records for Rape Aggression Defense [RAD] classes.
9. Processes student employment authorizations and manages student wage accounts.
10. Supervises employees and students.
11. Submits monthly leave reports to payroll and ensures employees are informed on policies and procedures and leave balances.
12. Maintains and orders uniforms for employees.
13. Oversees the distribution and maintenance of university driving permits.
14. Maintains records on university driver certification.
15. Receives and/or supervises the receipt of payments from students and others for departmentally sponsored activities.

### NON-ESSENTIAL JOB FUNCTIONS:

1. Performs other related duties as assigned.

### GENERAL QUALIFICATOINS:

1. Required Knowledge, Skills and Abilities:

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation.



- a. Knowledge of, or ability to learn, university and departmental policies and procedures.
- b. Knowledge of bookkeeping and accounting principles
- c. Must possess effective organizational and time management skills and exercise good judgment.
- d. Knowledge of modern office procedures and related office equipment.
- e. Skill in operation of office equipment including, but not limited to, typewriter, calculator, fax machine, laser printer, and computer terminal.
- f. Skill in the use of computer applications including spreadsheet, database, and word processing software.
- g. Ability to work independently of supervision.
- h. Ability to analyze and compile reports from data.
- i. Ability to work with and maintain confidential information.
- j. Ability to communicate effectively in both oral and written form.
- k. Advanced typing skills required.
- l. Ability to supervise others.

2. Education:

High school diploma or equivalent is required.

3. Experience and Training:

Requires five to seven years' experience in payroll, accounting, human resources or equivalent field.

## **L. ADMINISTRATIVE ASSISTANT**

### GENERAL DESCRIPTION:

This is an administrative support position responsible for performing complex secretarial and/or administrative work, usually reporting directly to a department administrator. Work involves planning, organizing, and performing a wide variety of administrative and bookkeeping activities and may require supervision of one or more clerical assistants in carrying out the details of the work. Work often involves handling confidential and sensitive material. Work may require extensive interaction with students and planning of individual degree programs; and assisting in the development of departmental policies and procedures. Responsible for gathering data, maintaining files, and processing a variety of records and reports for university administration and various state agencies. Requires frequent contact with other university or state agencies and the general public. Work is performed under general supervision and is subject to review through conferences with the

administrator. May schedule and coordinate luncheons, meetings, and conferences. May supervise student employees. Performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

1. Assists administrator in the development of departmental policies and procedures.
2. Interprets policies and explains procedures relating to the activities of the department.
3. May maintain departmental bookkeeping/accounting, including billing.
4. Prepares special and routine reports and maintains departmental records.
5. Handles routine and confidential correspondence.
6. Utilizes a high level of skill in the preparation of reports, special studies, and similar documents.
7. May compile statistical data and prepare various studies of departmental activities.
8. May assist in counseling students and providing information relating to the function of the department.
9. May act in administrator's behalf in his/her absence.
10. May use a computer terminal for typing, storage, and retrieval of information.
11. May complete degree plans and provide course curriculum information where applicable and counsel students accordingly.
12. May train and supervise a small clerical staff in performing routine duties.
13. May take and transcribe dictation as required.
14. May approve and sign requisitions, vouchers, and other routine documents.

NON-ESSENTIAL JOB FUNCTIONS:

1. May receive and/or supervise the receipt of payments from student and others for departmentally sponsored activities.
2. May instruct or supervise others in computer terminal usage.
3. May be involved in screening and evaluating applicants for departmental clerical positions.
4. May act as receptionist.
5. Performs other related duties as assigned.

GENERAL QUALIFICATIONS:

1. Required Knowledge, Skills, and Abilities:

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation.

- a. Thorough knowledge of, or ability to learn, university and departmental policies and procedures.
- b. Thorough knowledge of, or ability to learn, university and departmental degree requirements.
- c. Knowledge of modern office procedures and related office equipment.
- d. Skill in operation of office equipment including, but not limited to, typewriter, dictaphone or transcribing equipment, calculator, fax machine, and computer terminal.
- e. Skill in typing with minimal errors.
- f. Ability to establish and maintain a good rapport with university faculty and staff, students, and the general public.
- g. Ability to work independently of supervision.
- h. Ability to work effectively with students, university faculty and staff, and the general public.
- i. Ability to work with and maintain confidential information.
- j. Ability to communicate effectively in both oral and written form.
- k. Ability to learn office and university-specific software.
- l. Ability to take and transcribe dictation.

2. Education:

High school diploma or equivalent is required. College credits relating to specific job duties is preferred.

3. Experience and Training:

Four years of related experience is required. Experience in general office practices and procedures is required. Experience in use of computer (word processing, database, and spreadsheet applications) is required.

**M. DIRECTOR (Public Safety – Emergency Management)**

GENERAL DESCRIPTION:

This is a managerial position responsible for overseeing the emergency management program within the Department of Public Safety. Responsible for planning, coordinating, and directing activities related to emergency management preparation and response. Works under limited supervision, with considerable

latitude for the use of initiative and independent judgment. Reports to the Chief of Police.

ESSENTIAL JOB FUNCTIONS:

1. May receive and/or supervise
2. Oversees the planning, development, administration, and evaluation of a campus-wide emergency management program, ensuring compliance with applicable federal, state, and local laws, rules, and regulations.
3. Coordinates emergency management preparation efforts by overseeing the planning and provision of emergency management training, exercises, and simulations and conducting university-wide reviews of emergency preparedness.
4. Directs emergency management and crisis response efforts, including providing timely notification of threats and impending and/or actual emergency incidents or disasters and ensuring that university event management standards are utilized.
5. Coordinates and oversees technical assistance for warnings, alerts, and communications systems and other equipment related to emergency operations.
6. Coordinates responses to requests for emergency assistance and resources.
7. Oversees service delivery systems, methods, outputs, and activities to identify gaps in resources. Implements improvements.
8. Develops, reviews, and implements policies, procedures, rules, and regulations for emergency management.
9. Coordinates and integrates program elements with similar activities elsewhere in the university to maximize efficiency, effectiveness, and risk avoidance.
10. Briefs officials with information during an emergency or threat to public safety or property.
11. Evaluates incident information, threat warnings, homeland security reports, weather information, bulletins, and other communications.
12. Evaluates the outcomes of emergency management program initiatives and reports identifying effectiveness and/or recommendations for improvement.
13. Serves as liaison with state agencies, local officials, volunteer group representatives, federal agency representatives, and other potential emergency response entities.

NON-ESSENTIAL JOB FUNCTIONS:

1. Represents the department on various university committees, as assigned.

2. May receive and/or supervise the receipt of payments from students and others for departmentally sponsored activities.
3. Performs other related duties as assigned

GENERAL QUALIFICATIONS:

1. Required Knowledge, Skills and Abilities:

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation.

- a. Knowledge of, or the ability to learn, university policies and procedures.
- b. Knowledge of federal, state and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- c. Knowledge of relevant policies, procedures, and strategies to promote safety and effective security operations for the protection of people, data, property, and institutions.
- d. Organizational skills in managing projects simultaneously while maintaining a satisfactory work product.
- e. Ability to communicate effectively in both oral and written form.
- f. Ability to establish and maintain a good rapport with university faculty and staff, students, and the general public.
- g. Ability to react quickly and calmly in emergency situations.
- h. Ability to exercise sound judgment in making critical decisions.
- i. Ability to diffuse and respond effectively to situations involving intense pressures and/or unpredictable persons.
- j. Ability to plan, implement, and evaluate programs.
- k. Ability to direct and organize program activities.
- l. Ability to identify problems, evaluate alternative, and implement effective solutions.
- m. Ability to learn office and university-specific software.
- n. Ability to work evenings, nights, and weekends as necessary (IACLEA 1.1.1b / 5.1.3).

**N. Shift Assignments and Regular Days Off**

1. All shift assignments are based on the needs of the department and the position in which an employee was hired.

2. Administrative (Chief, Deputy Chief, Lieutenant and Director of Emergency Management) and Investigative positions typically work the hours of 8am to 5pm, Monday – Friday with weekends off.
3. Patrol and communications personnel work either 8, 10- or 12-hour shifts, and regular days off depend upon department seniority.
4. Each calendar year in November, the Deputy Chief, Patrol Lieutenant and Dispatch Coordinator will evaluate manpower needs and develop proposed schedules. The proposed schedules must be submitted and approved by the Chief of Police prior to dissemination for selection of assignments and regular days off.
5. Patrol and communication personnel will select shift assignments and regular days off based on department seniority, and new schedules will be implemented the 1<sup>st</sup> day of January.
6. Normally, assignments on patrol and dispatch last for a 12-month period and the bidding process reoccurs annually (IACLEA 3.2.1).