

# Sam Houston State University Human Resources

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## Staff Classification Description – Police Officer I

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**Skill Category:** Service/Maintenance  
**Position (Employee) Class:** 7N221 (N1)  
**Grade:** 12  
**Date:** 08/2016

**Department:** Public Safety Services

**Educational & Experience Requirement:** High school graduate or G.E.D. equivalent. Sixty semester hours of college credit preferred. Completed basic police training as required by Texas Commission on Law Enforcement (TCOLE), or currently completing TCOLE certification. Must successfully pass FEMA 100leb, 200b, 700a, and 800b. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs regular patrols to prevent crime, suppress disturbances, arrest offenders, and give aid and information to all citizens as circumstances require for Sam Houston State University. Enforces all University, State and local laws.

**Supervision Given & Received:** Works under general supervision and may supervise student workers.

**Primary Responsibilities:** Patrols assigned areas of the campus either on foot or automobile or motor scooter. Advises, directs, and gives information to the general public. Responds to and handles emergency calls involving a wide variety of situations. Enforces state laws, and city or county ordinances where applicable. Makes arrests with and without warrants. Investigates complaints from students, faculty, staff, and makes preliminary investigations of crimes. Makes necessary reports and records. Safeguards property. Collects, preserves, and maintains chain of custody of evidence. Testifies in courts. Performs periodic inspections and reviews work quality and new techniques. Performs other related duties as assigned.

**Other Specifications:** Thorough knowledge of and skills in the use of firearms, radar equipment, criminal investigation equipment, photographic equipment, radio equipment, alarm systems, defensive devices, telephone switchboards, typewriter, and emergency motor vehicles. Proficiency in all phases of work performed. Exposure to outside weather conditions. May be required to work during night hours. Work involves a degree of hazard. Must have a pleasant, courteous disposition and express at all times the desire to render accurate and cheerful service. This position may be designated as a Campus Security Authority (CSA).

**Position requires driving and operating a university vehicle, therefore, a valid Texas driver license and driving record acceptable to the University's insurance carrier is required.**

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**