PUBLIC SAFETY OFFICER CAREER BAND

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.

8898 POLICE OFFICER RECRUIT NON-COMMISSIONED - NON-EXEMPT
8899 POLICE OFFICER RECRUIT COMMISSIONED - NON-EXEMPT

Function of Job: This position is responsible for enforcement of criminal laws, ordinances, traffic laws, and University regulations related to the welfare of students, faculty, staff, and the general public. Work involves patrolling in patrol cars, bicycles and on foot, day and night, of all campus areas and surrounding jurisdiction. Position is assigned to a patrol shift and works under the close supervision of a Police Sergeant who observes and coaches until completion of a minimum of two years of post-academy law enforcement experience.

Supervision Received: Receives clear and specific instructions and/or follows standardized instructions or procedures without ongoing supervision. Work is checked for accuracy, adequacy and adherence to instructions. Employee consults with supervisor on matters not covered in the original instructions or by guidelines.

Supervision Given: Has no responsibility for overseeing/supervising staff employees.

Minimum Qualifications: High school diploma/GED equivalent. Must be at least 21 years of age. The following knowledge, skills, and abilities are required:

- Meet or exceed all police officer licensing requirements established by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).
- Good moral character and ability to furnish acceptable character references.
- Understanding of and willingness to abide by the Police Officers Code of Ethics.
- Physical ability to perform police officer (Law Enforcement) duties.
- Possess valid Texas Driver's License or obtain within thirty (30) days of employment.
- Ability and willingness to work long or irregular hours, on various and changing shifts, sometimes under severe emotional stress and inclement weather.
- Exercise good judgment and utilize tact and courtesy when working with the public under frequently stressful conditions.
- Ability to react quickly and effectively under emergency (high stress) situations.
- Demonstrate professional demeanor and superior oral communication skills.
- Ability to formulate effective solutions to problem situations in accordance with statutes, regulations, and training.
- Knowledge of safety and security precautions appropriate to work performed.

8901 POLICE OFFICER - NON-EXEMPT

Function of Job: This position is responsible for enforcement of criminal laws, ordinances, traffic laws, and University regulations related to the welfare of students, faculty, staff, and the general public. Work involves patrolling in patrol cars, bicycles and on foot, day and night, of all campus areas and surrounding jurisdiction. Position may also be assigned to specialized functions such as criminal investigation, canine unit, critical incident response team (CIRT), traffic enforcement, narcotics, task force participation, administration, or other specialized duties.
Supervision Received: Receives moderate to limited supervision working from objectives set by supervisor. Employee organizes and carries out most assignments in accordance with standard practices, instructions or previous training. Employee handles some unusual situations independently.

Supervision Given: Has no responsibility for overseeing/supervising staff employees.

Minimum Qualifications: High school diploma/GED equivalent and licensed in Texas as a Basic Police Officer or above with a minimum of two years of post-academy police experience; or high school diploma/GED equivalent and licensed as a police officer in another state or federal jurisdiction, qualification for licensure as a Basic Police Officer or above under the rules and regulations of the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE), and a minimum of two years of post-academy police experience. Must be at least 21 years of age. The following knowledge, skills, and abilities are required:

- Meet or exceed all police officer licensing requirements established by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).
- Good moral character and ability to furnish acceptable character references.
- Understanding of and willingness to abide by the Police Officers Code of Ethics.
- Physical ability to perform police officer (Law Enforcement) duties.
- Possess valid Texas Driver's License or obtain within thirty (30) days of employment.
- Ability and willingness to work long or irregular hours, on various and changing shifts, sometimes under severe emotional stress and inclement weather.
- Exercise good judgment and utilize tact and courtesy when working with the public under frequently stressful conditions.
- Ability to react quickly and effectively under emergency (high stress) situations.
- Demonstrate professional demeanor and superior oral communication skills.
- Ability to formulate effective solutions to problem situations in accordance with statutes, regulations, and training.
- Knowledge of safety and security precautions appropriate to work performed.

8902  POLICE CORPORAL - NON-EXEMPT

Function of Job: This position is responsible for enforcement of criminal laws, ordinances, traffic laws, and University regulations related to the welfare of students, faculty, staff, and the general public. Work involves patrolling in patrol cars, bicycles and on foot, day and night, of all campus areas and surrounding jurisdiction. Position may also be assigned to specialized functions such as criminal investigation, canine unit, critical incident response team (CIRT), traffic enforcement, narcotics, task force participation, administration, or other specialized duties. Position serves as a Field Training Officer, promotes crime awareness through presentations, pamphlets, flyers, and crime alert bulletins to the University and surrounding communities, investigates crimes on campus and surrounding communities and prepares prosecution reports.

Supervision Received: Receives general direction working from established policies and objectives. Employee plans and carries out assignments and resolves most conflicts that arise. Completed work is checked only to determine feasibility and compatibility with other work, or effectiveness in meeting objectives of the unit.

Supervision Given: May function in a lead capacity over staff employees by monitoring work.

Minimum Qualifications: Two years police experience including training, a minimum of one year of which was completed with the University of North Texas Police Department; active peace officer license from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE); meet all minimum requirements as stated in BI 8900 Police Officer Recruit and BI 8901 Police Officer classification descriptions;
and, work performance which meets or exceeds acceptable performance standards based on current and prior year performance evaluations.

**PREFERRED QUALIFICATIONS**
- Associate’s Degree from an accredited college or university in a relevant field
- TCLEOSE Intermediate Peace Officer Proficiency Certificate
- TCLEOSE Instructor Proficiency Certificate

**MANDATORY CONTINUING REQUIREMENTS**
Employees in this class must meet and maintain the requirements for licensure and continuing licensure as a police officer as established by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE); possess/maintain a valid Texas driver’s license.

### 8903 POLICE SARGEANT - NON-EXEMPT

**Function of Job:** This position is responsible for supervising sworn police officers, security guards, and others engaged in the protection and safeguarding of human lives and personal and public property. Duties include the supervision and responsibility for on-the-job training and orientation of newly hired officers. Position may be assigned to supervisory and/or administrative activities within a variety of police operations; including, patrol, criminal investigations, training, satellite locations, accreditation, or administration.

**Supervision Received:** Receives general direction. Relies on experience and judgment to plan and accomplish assigned tasks and goals.

**Supervision Given:** Functions as a first-line supervisor over benefits-eligible staff. Oversees the day-to-day operations of a group of employees. Responsible for training and development of subordinate staff, estimating personnel needs, assigning work, meeting completion dates, interpreting and ensuring consistent application of organizational policies.

**Minimum Qualifications:** Three years of experience as a commissioned police officer; active peace officer license from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) or ability to obtain same within six months of employment; Associates Degree in relevant field; or any equivalent combination of experience, education, and training which provides the following knowledge, abilities and skills:
- Thorough knowledge of traffic, civil and criminal law, City ordinances, and all University rules and regulations.
- Thorough knowledge of modern principles, practices, equipment, and techniques of police administration, organization, and operation.
- Ability to plan, lay out, direct, and coordinate the work of subordinates.
- Ability to understand and execute oral and written instructions.
- Ability to effectively communicate oral and written instructions to subordinates.
- Ability to effectively take command and act in a calm and effective manner in emergency and disaster situations.
- Ability to establish and maintain effective working relationships with subordinates, other law enforcement groups, and the general public.
- Ability to train others in enforcement, regulatory, and investigative methods and procedures.
- High degree of integrity, moral character, and personal behavior.
- Knowledge of safety and security precautions appropriate to work performed and work supervised.

**PREFERRED QUALIFICATIONS**
Bachelor’s Degree from an accredited college or university in a relevant field
TCLEOSE Intermediate Peace Officer Proficiency Certificate
TCLEOSE Instructor Proficiency Certificate
Prior police experience in a CALEA and/or IACLEA Accredited university or college law enforcement agency
Term "Officers" includes Police Office Recruits, Police Officers, Corporals, Security Officers, guards, and Public Service Officers.

MANDATORY CONTINUING REQUIREMENTS
Employees in this class must meet and maintain the requirements for licensure and continuing licensure as a police officer as established by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE); possess/maintain a valid Texas driver’s license.

The University of North Texas is an Equal Opportunity Employer. ADA requires the University to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. Positions in this class may be subject to a background check.