

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Police Officer	<b>FLSA status:</b>	Non-Exempt
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<b>DEPARTMENT:</b>	Campus Police	<b>REPORTS TO:</b>	Police Chief
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**Position summary:** Under general supervision, this position patrols the campus enforcing College rules and regulations, Texas laws, and City and County ordinances. This position reports directly to the Police Chief keeping him/her abreast of all activities/events in relation to the Panola College Campus Police.

**Position responsibilities:**

- Protect life and property.
- Provide presence and maintains the peace at all campus events.
- Investigate criminal complaints and incidents.
- Respond to emergency situations.
- Respond to radio/phone calls and requests for assistance.
- Initiate vehicle and/or foot patrol activities for the prevention of crime, the enforcement of laws and regulations, and to provide public/student services.
- Assist residence life staff with problematic dorm activity.
- Assist residence life staff in conducting fire drills in an orderly and safe manner.
- Direct traffic; provides information and related services to ensure the safe flow of traffic.
- Arrest, search, and book individuals, and testify in court as needed.
- Write reports, parking citations, daily activity logs, and related legal and administrative reports.
- Subdue violent, dangerous or disruptive persons and take appropriate action such as arresting, removing them from campus, or referring them for administrative action.
- Develop ideas and recommend solutions related to campus safety and security.
- Utilize and develop crime prevention strategies and integrate them into daily patrol and investigative duties.
- Enforce laws and provide needed services related to safety and security.
- Assist students, employees, and visitors with vehicles as needed.
- Unlock building doors for individuals and to provide access for event activity.
- Provide information and direction to visitors and affiliates.
- Provide crime prevention literature and information,
- Report maintenance issues, security deficiencies, and hazardous conditions that appear across campus.
- Provide security and safety related services at special events or fixed post assignments.
- Complete daily, monthly, overtime, and special event logs and time and attendance records.
- Research and write reports regarding legal issues, police procedures, technical equipment, radar surveys, and related law enforcement matters.
- Investigate and report violations of the campus “rule book” to Student Services and college officials.
- Attend meetings and successfully complete training sessions to satisfy all police officer requirements.
- Perform all other duties as assigned.

**Minimum Position Requirements:**

- Must be a United States citizen.
- Must be at least 18 years of age.
- Must have either a high school diploma or GED.
- Must possess a valid Texas Driver’s License and a safe driving record.
- No felony convictions.
- Must pass a criminal history check and a thorough background investigation of work and personal history.
- Possess the physical health, strength, stature, and agility to meet the physical demands of police work.
- Must pass a pre-employment physical examination.
- Possess emotional maturity and psychological fitness as determined by a pre-employment psychological examination.
- Must have successfully graduated from an accredited Texas police academy.
- Must be currently licensed with a Basic Peace Officer Certificate issued by TCLEOSE.
- Must have at least five years of current law enforcement experience either patrol and/or campus duty.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Computer skills.
- Must be willing and able to work nights, holidays, weekends, and overtime assignments.
- Must maintain mental and physical wellness and be able to perform the strenuous emotional and physical demands of police work.
- Ability to work with a diverse team in a fast-paced environment.
- Maintain professional competence in area of responsibility.

**Physical Demands and Work Environment:**

- Work is normally performed on a typical college campus.
- Some physical effort required with the employee occasionally lifting and/or moving up to 50 pounds.
- Possible exposure to physical risk.
- Position carries and uses a firearm and assigned defensive weapons in accordance with policies, procedures, and laws, and must remain proficient in their use.
- Some travel required.