

POLICE OFFICER RECRUIT

FUNCTION OF JOB

Position is entry level law enforcement officer trainee in the University of North Texas Police Department. Trainees include both those incumbents whom the university sends to a Basic Police Course (academy), as well as, those persons who have less than two years of full-time post-academy police experience.

Police Officer Recruits attend the Basic Police Course if not previously licensed, complete licensing requirements, participate in UNT Police Department orientation, and participate in the police department's field training officer (FTO) program from eight (8) to seventeen (17) weeks depending upon their prior experience level. Upon completion of the FTO program, officers are assigned to a patrol shift and work under the general supervision of a Shift Supervisor (Police Sergeant) where they are observed and provided additional coaching until they complete a minimum of two years of post-academy law enforcement experience.

During the FTO and patrol shift phases of employment the Recruit is responsible for enforcement of criminal laws, ordinances, traffic laws and the enforcement of University Regulations which specifically pertain to the behavior and 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. An employee in this position must exercise good judgment and discretion in dealing with violators of laws and University Regulations and be willing to work special assignments and be on call in time of crisis, etc.

Employees in this class who are post-academy are regularly presented with opportunities to participate in university events and provide police and security services at a variety of special events; including, athletic events, dances, parties, concerts, seminars, speaking engagements, etc.

NOTE: Recruits are expected to promote to BI 4703, Police Officer, after completion of two years of post-academy experience.

EXAMPLES OF WORK

(These examples are intended only to illustrate the various types of work performed in this position.)

- Attends and participates actively in all phases of officer training provided or directed by UNT Police Department including classroom and field training.
- Conducts regular patrols inside and outside of buildings and around the campus grounds to watch for criminal activity, unsecured buildings, fires, and any other unusual conditions or irregularities.
- Investigates reports of criminal behavior and university regulations.
- Arrests violators and files appropriate charges, where and when such action is appropriate.
- Issues citations and/or impound cars for parking and traffic violations.
- Conducts traffic accident investigations.
- Prepares written and oral reports on completed investigative activities and calls.
- Testifies in criminal/civil court, administrative hearings and other required venues.
- Enforces traffic laws and directs traffic upon area public streets.
- Protects lives and property.
- Performs other duties as directed by the Chief of Police or other police supervisory personnel.
- Observes safety and security measures appropriate to work performed and work supervised.

MINIMUM QUALIFICATIONS

- Must be at least 21 years of age.
- Meet or exceed all police officer licensing requirements established by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).
- Be of good moral character and able to furnish acceptable character references.
- Understand and be willing to abide by the Police Officers Code of Ethics.
- Be physically able to perform police officer (Law Enforcement) duties.
- Possess valid Texas Driver's License or obtain within thirty (30) days of employment.
- High School graduate or GED.
- Able and willing to work long or irregular hours, on various and changing shifts, sometimes under severe emotional stress and inclement weather.
- Exercise good judgment and to utilize tact and courtesy when working with the public under frequently stressful conditions.
- Able 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.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in business, criminal justice, sociology, computer science or related field
- Bilingual English/Spanish
- Graduation from a TCLEOSE recognized police academy or approved equivalent.

POSITIONS IN THIS CLASS WILL BE SUBJECT TO A SECURITY INVESTIGATION!

Revised October 8, 2008