



## Job Description

**Job Title: Police, Patrol Officer**

**JTC: L19**

**Salary Range: D03**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for providing protection and service to all students, faculty, staff and general public at college campuses and facilities of the Dallas County Community College District (DCCCD).

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and ability to provide enforcement and maintenance of law and order by continuous patrol, surveillance, crime prevention and enforcement of all applicable laws of the city, state and federal government and in accordance with DCCCD policies and procedures. Establishes and maintains contact with other law enforcement agencies. Stays up-to-date on laws, ordinances, and relevant issues in law enforcement. Maintains peace officer licensure by obtaining proper bi-annual TCOLE mandated training.

Ability to analyze situations quickly, accurately and objectively in order to determine proper course of action. Handles situations firmly, courteously, tactfully, and with respect for the rights of others. Utilizes computer technology to access data, maintain records and generate reports. Prepares incident reports, assists in case preparation and appears in court, as necessary. Maintains confidentiality of work related information and materials.

Establishes a positive, cooperative and productive workplace atmosphere by maintaining effective working relationships with individuals from various economic, cultural and diverse backgrounds.

Ensures all police operations and services are conducted in an ethnical manner that enhances the community network are sensitive to the many cultures and diversity of the college community and provides the best possible service to ensure an environment that allows for student success and academic achievement.

Must have good moral character with the ability to communicate effectively, both verbally and in writing.

### PHYSICAL REQUIREMENTS

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, computers, calculator, copier, and fax machine. Some crawling, reaching, handling,



sitting, standing, pushing, bending, and pulling. Physical capability to run, walk, and climb over rough and unfamiliar terrain, fences, and other obstacles for extended periods of time. Operate motor vehicle for long periods of time. Control person resisting arrests; to move a disabled or combative individual. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree. Current and valid Texas Peace Officer license and driver's license required. Psychological testing, freedom from drug dependency testing, and a physical (medical) will be conducted as a condition of employment. Works shifts, as assigned, including nights, weekends and holidays. Official transcripts and licenses will be required. \*\*\*Will be subject to a criminal background. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Patrols college facilities and property on foot, bicycle and by motor vehicle; issues citations; secures doors, gates, and other entrances and exits to the grounds and facilities. Conducts preliminary investigations gather evidence and obtain witness statements related to automobile accidents, suspected crimes and nuisances, etc.

Responsible for responding to calls/complaints from campus or dispatch to assist students, faculty, staff and/or the general public with requests for service/assistance or with civil and criminal complaints. Open and secure campus grounds and facilities on a daily basis; set alarms and security surveillance systems.

Works well with the public, co-workers, and the DCCCD community network. Communicates effectively via police radio, telephone and in person.

Provide daily status reports to supervisor regarding follow-up investigations, potential hazards, etc. Maintains compliance with proper data collection procedures necessary for adherence to Texas racial profiling reporting laws. Trained or obtain training to provide emergency medical treatment, including CPR/AED, until medical personnel arrive. Will be required to handle handguns, baton, and/or defense spray in a safe and effective manner and be tested on same periodically.

Effectively uses interpersonal, communication and diplomacy skills when interacting with individuals of different social, economic and ethnic backgrounds. Ability to provide excellent customer service.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*