

District Police, Patrol Officer  
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=242781>

Downloaded On: Aug. 10, 2024 1:18pm

Posted Aug. 6, 2024, set to expire Nov. 29, 2024

<b>Job Title</b>	District Police, Patrol Officer
<b>Department</b>	Public Safety
<b>Institution</b>	Austin Community College Austin, Texas
<b>Date Posted</b>	Aug. 6, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5495475">https://apptrkr.com/5495475</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**District Police, Patrol Officer**

**Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

**Job Posting Title:**

District Police, Patrol Officer

**Job Description Summary:**

To provide safety and security to the students, faculty, staff, visitors, and property at Austin Community College campuses.

**Job Description:**

**Description of Duties and Tasks**

- 1) Performs all duties of a licensed police officer within the context of a college environment; coordinates and assists other officers.
- 2) Writes and files daily logs, incident reports, issues parking permits, and citations.
- 3) Provides faculty and staff, students and visitors, with information and directions.
- 4) Opens and secures buildings and classrooms. Maintains departmental equipment and monitors college equipment inventory in routine patrols.
- 5) Testifies on behalf of the college in all court proceedings as required.

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- 6) May be required to act as a lead police officer in orienting, training, or assisting other officers.
- 7) Informs and works collaboratively with campus managers on all issues and operations related to campus safety and security, and to address identified campus needs and concerns.

### **Knowledge**

- \* Texas Penal Code, Texas Code of Criminal Procedure, Texas Family Code, Texas Education Code, Texas Motor Vehicle Code, and Texas and National Criminal Information Centers (TCIC/NCIC) requirements.
- \* Current principles and practices related to safety and security.
- \* Investigative and interrogative procedures, and techniques and protocols for observation and memorization of critical details.
- \* Hazardous chemicals and materials, first aid, and CPR.

### **Skills**

- \* Maintaining an established work schedule, including some evenings, weekends. Required to respond to emergencies after hours, weekends, holidays, and during emergency closures.
- \* Maintaining confidentiality of work-related information and materials.
- \* Effectively using interpersonal and communications skills, including tact and diplomacy.
- \* Effectively using organizational and planning skills.
- \* Care, maintenance, and safe operation of firearms and impact weapons.
- \* Interacting with people of different social, economic, and ethnic backgrounds.
- \* Reviewing and preparing narrative and statistical reports and records.
- \* Interpreting and applying rules, regulations, policies, and procedures.
- \* Communicating with violators and mediating difficult situations.
- \* Operating motor vehicles during emergency, high-risk situations.
- \* Following and effectively communicating verbal and written instructions.
- \* Establishing and maintaining effective working relationships.

### **Technology Skills**

- \* Use a variety of spreadsheet, word processing, database, and presentation software.

### **Required Work Experience**

- \* No work experience is required.

### **Required Education**

- \* High school diploma or educational equivalent and successful completion of an Accredited Law Enforcement Agency Program.

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**Preferred Education**

- \* Thirty college credit hours.

**Special Requirements**

- \* Texas Peace Officer License and Valid Texas Drivers License.
- \* Must meet all Texas Commission on Law Enforcement Officer Standards and Education requirements for employment as a patrol officer.
- \* Ability to successfully complete criminal background check, drug screen, and psychological and physical examinations prior to employment. Past supervisors may be interviewed for a reference.

**Physical Requirements**

- \* Work is performed in various environments.
- \* Subject to standing, walking, sitting, bending, reaching, pushing, pulling, stooping, kneeling, crawling, and climbing.
- \* Required to restrain persons.
- \* May need to feel for objects texture, size, shape.
- \* Occasional lifting of objects up to 80 pounds.
- \* Perceive the nature of sounds at normal speaking levels and able to receive detailed oral communication.
- \* Able to expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely, and may include yelling over noise and distance to be heard.
- \* Subject to physical harm such as with weapons and physical attacks.
- \* May be exposed to a variety of temperatures, noise, moving mechanical parts, communicable diseases, or chemicals.
- \* Specific vision abilities may include close vision, depth perception, distance vision, color vision, and ability to focus.

**Safety**

- \* Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

**Salary Range**

\$55,665 - \$69,582

**Number of Openings:**

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**Job Posting Close Date:**

September 9, 2024

**Clery Act**

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

**Disclaimer**

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/District-Police--Patrol-Officer\\_R-6410](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/District-Police--Patrol-Officer_R-6410)

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Public Safety

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