



**University of Texas at El Paso
Job Description**

Job Code: 16339
Job Title: Police Cadet
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Non-Exempt
Prepared By: Human Resource Services
Creation / Revision Date: October 26, 2010/ April 15, 2015

Summary: To attend and satisfactorily complete The University of Texas System Police Academy or an equivalent training academy within the State of Texas approved for enrollment by the Director of Police, qualifying for commissioning as a peace officer of The University of Texas System. Responsible for successfully fulfilling the academic and physical training requirements of the Basic Peace Officer Course conducted by The University of Texas System Police Academy or an equivalent training academy within the State of Texas approved for enrollment by the Director of Police.

ESSENTIAL JOB FUNCTIONS

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Complies with assignments, policies, procedures, directives and instructions given by the Director of Police or the Police Academy staff.

Ensures that academic integrity, both individually/personally and as a member of a class, is continuously maintained.

Attends classes and maintains comprehensive notebooks and/or the e-tablet equivalent.

Prepares research papers.

Completes homework assignments.

Participates in the physical training, firearms training, defensive tactics training programs, and practical problems.

Must demonstrate the following required abilities: necessary strength and agility to subdue and restrain persons resisting arrest including the proper use of handcuffs, use of force options and other restraining devices; adequate hand, arm and upper body strength and ability to operate a handgun and/or shoulder weapon with either hand and qualify with same on a prescribed course; necessary agility and endurance to pursue violators on foot; ability to scale a reasonable barrier or obstruction while in foot pursuit of violators, to include running up and down flights of stairs; ability to remove an injured or unconscious person of reasonable size from an area of danger; ability to safely operate an automobile without the use of any specialized equipment peculiar only to the operator while utilizing the police radio and emergency equipment such as siren and emergency lights.

Actively participates in classroom discussions and group projects.

Complies with established rules and regulations governing The University of Texas System Police Academy.

Complies with assignments and instructions given by the Director of Police of The University of Texas System and any members of the Academy staff or guest instructors.

Complies with policies of respective component institutions relating to his or her status and attendance at the Academy.

Adheres to The University of Texas System Police Code of Conduct and to the Rules and Regulations promulgated by the Board of Regents of The University of Texas System.

Performs related duties as required.



Supervisory Responsibilities: Constant supervision is provided by the Academy staff during all phases of the training program; academic integrity is ensured. Ensures no discredit is brought upon the University of Texas System Police or the Police Academy as a consequence of the behavior of a Police Cadet. Determines if dismissal without appeal from the Police Academy is warranted for a Police Cadet's violation of the requirements, expectations and obligations of this Job Description or for violation of related policies and procedures; understands that this judgment is the exclusive and sole prerogative of the Police Academy Commander or the Director of Police.

Supervisory responsibilities are assigned periodically. Ensures academic integrity, both individually/personally and collectively as a class member, is continuously maintained. Ensures, both individually/personally and collectively as a class member, that no discredit is brought upon the University of Texas System Police or the Police Academy as a consequence of the behavior of a Police Cadet. Understands that there is no appeal for dismissal from the Police Academy for violation of the requirements, expectations and obligations of this Job Description or for violation of related policies and procedures; this judgment is the exclusive and sole prerogative of the Police Academy Commander or the Director of Police.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

Minimum Education required: High school diploma or GED, successful completion of a TCLEOSE (Texas Commission on Law Enforcement Officer Standards and Education) approved Basic Peace Officer Course, and has passed the TCOLE – Texas Commission on Law Enforcement exam.

Minimum Experience required: Proficient with all equipment utilized in the performance of assigned duties, to include but not limited to firearms, restraints, less lethal force weapons and techniques, automobiles, communications equipment, personal computers, investigative and surveillance equipment. Requires good physical condition and vision, the ability to hear and speak.

Must meet certain prerequisites established by the Office of the Director of Police, the Board of Regents, and the Texas Commission on Law Enforcement concerning age requirements and physical, mental, and educational standards. A copy of these prerequisites is available for review at each component police department and in the Office of the Director of Police of The University of Texas System.

The applicant must possess a valid driver's license issued by the state where the applicant permanently resides, not in jeopardy of license suspension, and provide proof of financial responsibility pursuant of the Texas Motor Vehicle Safety Responsibility Act. The applicant must be eligible to drive a University vehicle in accordance with the University of Texas System Policy UTS157.

Must successfully complete the UT System Police physical agility test as described in Office of the Director of Police/University of Texas System Police policy 402, "Physical Agility Test."

- **Age requirements** - Applicant must have reached his/her 21st birthday ON DATE OF COMMISSIONING.
- **Physical**
 - Visual Acuity – Maximum uncorrected visual acuity of 20/200 and correctable to 20/30.
 - Other Visual Factors – Applicants may be rejected for color deficiencies as determined by the Director of Police after examination by an approved ophthalmologist.
 - Hearing – Applicant must be able to hear ordinary conversation from at least fifteen (15) feet.
 - General Health – Be capable of performing all police duties specified in the current job description.
- **Mental** – The applicant shall be examined by a psychiatrist or psychologist, selected by the institution police department. If the examiner is a psychologist, he/she must be licensed by the Texas State Board of Examiners of Psychologists. The psychiatrist or psychologist must be familiar with the police duties specified in the job description, must conduct the examination pursuant to professionally- recognized standards and methods, and must declare in writing that the applicant is in satisfactory psychological and emotion health to be a peace officer.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, climb, reach, talk, listen, write and read. The employee is occasionally required to run, restrain individuals, and may be exposed to physical conflict. Ability to lift/carry/lower, push and pull frequently 10-50 lbs. and occasionally more than 50 lbs.



Written Exam: Applicant will be administered the Police Entry Level examination and must score a minimum of 70% to pass the entry-level examination.

Physical Agility Test:

Weight Lift: This event is designed to duplicate a variety of obstacles that may be encountered that would require lifting and carrying objects. The applicant, wearing a Sam Browne, holster, and inert pistol must lift a full size spare tire from the trunk of a police car, carry the spare around the car and place it back in the trunk of the car (tire cannot be rolled or rested on the ground). Untimed Event.

Stair Climb: This event is designed to simulate pursuit or running up and down stairs, such as in a building or stadium. The applicant will run up and down two conventional flights of stairs one time, or run up and down 40 stadium steps one time. Timed event: 39 seconds maximum.

Obstacle Course/Street Chase and Body Drag: This event is designed to duplicate a variety of obstacles that may be encountered during a pursuit or when reaching a person in danger. It is coupled with an event simulating a foot pursuit or distance running and removing an unconscious person from a place of danger or an uncooperative prisoner to a desired location. Timed event: 60 seconds total.

Obstacle Course

Low hurdle: 2 foot wall

Solid Wall: 4 foot simulating a small fence or loading dock

Serpentine: simulating running through a crowd, around fixed objects, etc.

Broad Jump: 5 foot, simulating jumping across a ditch, etc.

Street chase and body drag

Foot chase: run 75 yards on a designated path

Body drag: drag 168 pound dummy 10 yards

The Physical Agility Assumption of Risk Waiver MUST be submitted at the time of testing or the applicant will be disqualified. This form will be signed and completed at the time of the physical agility examination. This position also requires an extensive criminal background check that can take several weeks to complete.

Other Information: On the test day, applicants will need to bring identification and work-out clothes. Applicants will receive test location information by e-mail.

For Additional information regarding the University of Texas at El Paso Police Department can be viewed at <http://www.utsystem.edu/pol/>

Policy 401- Applicant Selection Process for Employment as a Police Cadet:

<http://www.utsystem.edu/pol/policies/401ApplicantSelectionProcessCadet.pdf>

Policy 402- Physical Agility:

<http://www.utsystem.edu/pol/policies/402PhysicalAgility.pdf>

Accuracy: Must meet the proficiency standards as set forth by the Office of the Director of Police for satisfactory completion of The University of Texas System Police Academy Basic Peace Officer Course and pass the licensing examination administered by the Texas Commission on Law Enforcement. This includes, but is not necessarily limited to the provisions of Office of Director of Police/University of Texas System Police Policy 401, "Applicant Selection Process for Employment as a Peace Officer or Police Cadet."

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposure to outside weather conditions during physical training, firearms training and exercises involving practical problems. Some outside training conducted during night hours. May be required to work either day or night on any; one of multiple shifts with varying days off and on holidays. Work involves a degree of hazard.