



Join the University of Central Arkansas Police Department



Entry Level Police Officer Position

POLICE OFFICER APPLICATION INFORMATION

About UCA PD

The University of Central Arkansas (UCA) Police Department is the jurisdictional police agency for the University of Central Arkansas and is charged with the enforcement of all state and local laws and university regulations, as well as the development and delivery of crime prevention, public safety, traffic and parking services. The services of the UCA Police Department focus on the protection of persons and property, preservation of the peace, police patrol, prevention and repression of criminal activity, emergency preparedness planning, and management and control of parking and traffic on the campus.

The Department employs 28 full-time police officers who provide protective and law enforcement services to the university community of over 13,000 students, faculty and staff, including approximately 3,500 students who reside in campus housing and off-campus fraternities. University police officers are granted full investigative and arrest authority on the campus, on contiguous streets and highways, and statewide while conducting official business pursuant to A.C.A. 25-17-305. The UCA Chief of Police reports to the UCA President's Chief of Staff. For more information view UCA Police Department's website at <http://www.ucapd.com/>.

Selection Process

The University of Central Arkansas Police Department is always interested in highly qualified applicants. An intensive selection process, which is conducted semi-annually or as needed from an application pool helps to ensure the selection of the highest quality recruit officers. Applicants must meet all of the minimum qualifications listed below. UCA Police Department requires all applicants to meet standard requirements as established by the Arkansas Commission on Law Enforcement Standards and Training (CLEST). You may view their website at <http://www.clest.org/>.

Minimum Qualifications

- Must be a U.S. citizen
- Must be a minimum of age 21
- Must possess a current and valid driver's license
- Must be a high school graduate or possess a GED equivalency
- Applicants must meet all minimum medical requirements established by the Arkansas Commission on Law Enforcement Standards and Training (CLEST at http://www.clest.org/specification_s-5.html)
- Must be able to be certified by the Arkansas Law Enforcement Certification Training in accordance with ACA 12-9-106, or an approved law enforcement training academy.

Application Disqualifiers

- Any felony conviction

- Misdemeanor convictions involving crimes of domestic abuse, theft or moral turpitude
- Certain levels of drug use or illegal activity relating to drug use
- Alcohol abuse
- Discharge from any of the Armed Forces of the United States for unsuitability, unfitness or other misconduct
- Any intentional misrepresentation, falsification or omission of any material fact during the selection process
- Refusal to sign any document or release as required by UCA Police Department

Testing Phases

- In the first step in the selection process, candidates are administered a written entry level written examination of a type and form approved by the Arkansas Association of Chiefs of Police. These tests are written and disseminated by Stanard and Associates out of Chicago, IL. The pass point for each test is based upon the written regulations received from Stanard and Associates. Candidates who fail to achieve the minimum score established for the test will be disqualified from further testing. Study materials for the exam can be located on the Stanard and Associates website at <https://www.applytoserve.com/Study/>
- Candidates receiving a passing score on the written examination must submit to a physical fitness agility examination administered by UCA Police Department personnel. The physical fitness agility examination is intended to assess the candidate's ability to perform physical tasks that can reasonably be expected to be performed by a police officer, consistent with the UCA Police Department's job standards. Candidates who cannot complete any part of the agility examination within the allotted time period will be disqualified.
- Candidates are determined to be "eligible" for continued consideration for employment once they have successfully completed the physical agility examination and the written entry level examination. Once the first two steps are completed successfully, eligible candidates are given a date and time to appear for a recruit officer oral interview board. The Administrative Commander shall, in writing, advise all candidates of the date and time to appear at the Police Department.
- A panel of officers, selected by the Administrative Commander with consultation with the Operations Commander, will form an oral review board whose purpose is to conduct oral interviews of all eligible candidates. The purpose of the oral interview phase is an attempt to assess the interpersonal skills of the candidate. All components of the oral review interview phase shall be conducted in compliance with applicable policies of the University of Central Arkansas.
- Candidates are then ranked by the members of the oral interview board and submitted to the Administrative Commander. Candidates who successfully complete all phases of the hiring process, as described in section a through d as listed above, shall have their names placed on a hiring eligibility list. This certified list will remain in effect for no more than six months, unless the list is depleted sooner.

The Position

Under the direction of a Police Sergeant or higher official, the University Police Officer performs duties which promote the safety and welfare of the university community. Utilizing established procedures, conducts patrol and enforcement activities in order to protect life and property, enforces laws and regulations, prevents crime and preserves order. Conducts foot and vehicle patrol of assigned areas; arrests violators, serves warrants and testifies in court; enforces university regulations and supports the university judicial process; enforces traffic and parking laws, ordinances and regulations, and directs traffic as needed; responds to calls and takes reports of criminal incidents; conducts preliminary and follow-up investigations; provides for the security of university facilities and property; and delivers a broad range of safety and assistance services to the university community. Officers are required to be able to perform all essential job functions.

Essential Job Functions Established by the Commission on Law Enforcement Standards

- Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
- Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- Exercise independent judgment in determining when there is a reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
- Operate a law enforcement vehicle for long periods during both the day and night; in emergency situations involving speeds in excess of posted limits; in congested traffic and on unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
- Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
- Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justifies the use of deadly force and at levels of proficiency prescribed in certification standards.
- Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
- Conduct visual and audio surveillance for extended periods of time while standing, sitting, walking, driving, or riding.
- Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking doors and windows of buildings to ensure that they are secure.
- Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
- Demonstrate communication skills in courts and other formal settings.
- Direct and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
- Endure verbal and mental abuse when confronted with hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
- Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
- Put on and operate a gas mask in situations where chemical munitions are being deployed.
- Extinguish small fires by using a fire extinguisher and other appropriate means.
- Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
- Process arrested suspects to include taking their photograph and obtaining a legible set of inked fingerprint impressions.

Training

University police officers are commissioned law enforcement officers and are professionally trained and certified by the Arkansas Commission on Law Enforcement Standards and Training. University police officers must meet mandatory state training requirements which include a 13 week law enforcement basic academy and, in addition, must complete specialized training that includes a 12 week Field Training and Evaluation Program. University police officers are specially trained to understand the safety and security needs of students, staff, faculty and visitors within a richly diverse academic community. The wide spectrum of specialized training enables officers to successfully interact with diverse people, behaviors and social problems encountered within a university environment on a daily basis. The Department maintains and promotes respect for the individual rights and dignity of all persons and is dedicated to excellence in all of the services that are offered on a year-round basis.

Probation

Recruit University police officers must serve a one year probation period as established by CLEST. Current or previously certified police officer appointees must serve a six month probation period as established by CLEST. Recruits must successfully complete the UCA Police Department Field Training and Evaluation Program.

Career Opportunities

Upon successful completion of all preliminary training and a one-year probationary period, opportunities within the Police Department may include specialized assignments such as investigations, crime prevention, field training, speakers bureau and the bike team. Opportunities for promotional advancement within the rank structure are available to qualified officers on a competitive basis as positions open. Higher rank includes Senior Officer, Sergeant, Lieutenant, Captain, Major and Chief of Police.

Salary

Entry level salary – Applicants that are not certified at the time of employment without academy training
\$33,000.00

After 1 Year \$35,000 (Completion of academy and FTO)

Entry level salary – Applicants that **are** certified at the time of employment.
\$35,000.00

Salary after 2 years of employment with the UCA Police Department as a police officer
\$36,454.00

Grade - C116

Benefits

Annual Leave-

Accrued 8 hours per month for the first 3 years, 10 hours from 4- 5 years, 12 hours from 6-12 years, 14 hours from 13-20 years, and 15 hours for over 20 years. All annual leave is cumulative, however, not to exceed 240 hours per year.

Sick Leave-

Accrued 8 hours per month, and may accumulate up to 960 hours.

Paid Holidays-

Eleven paid holidays annually

Additional Duty

Additional duty, including court time, is compensated

Uniforms and Equipment

All uniforms and equipment are furnished at no cost to the officer except boots and under belt.

Life Insurance

Becomes effective on the first of the month following 90 days of full time benefits eligible employment (with completion of the appropriate enrollments). The University provides coverage equal to one times salary to a maximum of \$150,000. Additional coverage may be purchased by the employee at one, two or three times salary coverage to a maximum of \$350,000. Requests for coverage after the initial enrollment period are subject to evidence of insurability review. At age 65, the amount of insurance will decrease by 35%. At age 70, the employee pays for all coverage and at age 80 all coverage ends.

Health Insurance

The University offers benefits-eligible employees group insurance plans for health, dental, life and long-term disability. The University pays all or part of the insurance premiums for the employee only. The employee has the option of purchasing dependent's coverage for health and dental.

Retirement

TIAA-CREF Retirement Plan

TIAA-CREF is a defined contribution retirement plan available to employees in grades 18 and above and to employees who have participated in an alternate plan at another institution. The University contributes an amount equal to 10% of an employee's salary. Employees must contribute an amount equal to 6% of salary on a pre-tax basis and may, based upon annual contribution limits, be able to contribute more on a pre-tax basis.

Supplemental Retirement Accounts

The University, through vendors, offers all employees the opportunity to participate in supplemental retirement plans. The plans receive no contributions from the University. Employee contributions may typically be made on a pre-tax basis. Current SRA vendors are TIAA-CREF and VALIC.

Fitness and Wellness Center

Recreational activities include a free membership to the HPER Fitness Center. UCA employees can take advantage of aerobic activities, weight training, basketball and racquetball courts, and the swimming pool.

***For more information on UCA Employee Benefits go to <http://www.uca.edu/hr/> ***