

JOB TITLE: Police Officer

PAY GRADE:

REPORTS TO: Chief of Police

DEPT./SCHOOL: Police/Assigned Campus(es)

STATUS CODE: 7730

WAGE/HOUR STATUS: Nonexempt

DATE REVISED: 12/08/00

PRIMARY PURPOSE:

Patrols district property to protect all students, personnel, and visitors from physical harm and prevent property loss due to theft or vandalism. Enforces all laws including municipal ordinances, county ordinances, and state laws. Works independently.

QUALIFICATIONS:

Education/Certification:

- High school diploma or GED
- Texas Peace Officer License issued by Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)
- Valid Texas driver's license
- Submit to a thorough background investigation
- Some college preferred

Special Knowledge/Skills:

- Meet the requirements to be bonded as required by Texas Education Code Section 37.081(h)
- Ability to pass required Law Enforcement Validated Entry Level Test
- Ability to pass required physical, psychological, and drug tests
- Ability to work well with youth and adults
- Excellent oral and written communication

Experience:

- Background in law enforcement or related work experience preferred
- Have an acceptable driving record in accordance with the standards developed jointly by the Texas Education Agency and the Texas Department of Public Safety.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Patrol assigned campus(es) and routes walking or driving within district jurisdiction.
2. Respond to calls for service concerning crisis situations, accidents, and reports of crime.
3. Investigate all criminal offenses that occur within district's jurisdiction.
4. Collect and preserve evidence including witness statements and physical evidence.

5. Take custody of perpetrators, file appropriate charges, and ensure placement in jail or juvenile detention centers for law violations as necessary.
6. Write effective legal incident reports.
7. Testify in court as needed.
8. Work cooperatively with other police agencies to share information and provide other assistance.
9. Provide traffic control at athletic events, school closings or openings, or at any other time.
10. Provide protection to or escort district personnel as needed.
11. Operate all equipment including firearms according to established safety procedures.
12. Compile, maintain, and file all reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.
13. Maintain confidentiality.
14. Regular attendance.
15. Other duties and responsibilities as assigned by the Chief of Police.

SUPERVISORY RESPONSIBILITIES:

None.

EQUIPMENT USED:

District vehicles, firearms, handcuffs, alarm systems, fire extinguishers, personal computer, typewriter, copier, and fax.

WORKING CONDITIONS:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Strenuous walking, standing, and climbing; ability to operate a motor vehicle; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subject to adverse and hazardous working conditions including violent and armed confrontations. Work outdoors in varying climate conditions; drive in all different areas of district at odd hours; on call 24 hours a day.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.