CONROE ISD
Police Department

Safeguarding the future . . . TODAY!

NOW HIRING:

Police Officer – *Full Time*

- $47,133 Minimum Starting Salary
- 9 Positions Available
- Certification Pay
  - $1600 Intermediate
  - $2400 Advanced
  - $3700 Master

Opportunities

Divisions:

- Bike Patrol
- Campus
- Community Outreach
- Crisis Intervention
- DARE Instructor
- Dispatch
- Investigations
- K-9: Drug & Explosive
- Patrol
- Tactical First Responder

Compensation

Salary & Benefits:

- 10 Paid Vacation Days
- 5 Paid State Days
- 2 Paid Local Days
- 12 Paid Holidays
- Overtime Opportunities/ Compensatory Time
- Teacher Retirement System
- Uniform Issuance
- Most Weekends Off
- Over 80% Work Dayshift

Growth

Training:

- Paid Training
- Average Over 100 Training Hours Annually
- Specialized Training
- Field Training Officer
- TCOLE Instructor/Subject Matter Expert
- Special Tacical Response Training

Please complete an online application at www.conroeisd.net/hr/recruiting

To learn more about CISD Police visit:

police.conroeisd.net CISDPolice @CISDPolice

JOB TITLE: Police Officer | **PAY GRADE:** POL - 3

REPORTS TO: Corporal/Sergeant/Police Captain/Chief of Police | **DAYS:** 260

DEPT / SCHOOL: Police/Assigned Campus(es) | **STATUS CODE:** 7730

WAGE / HOUR STATUS: Nonexempt | **DATE REVISED:** 2/15/21

PRIMARY PURPOSE:
Protects the District's students, employees, and properties. In tandem with the District's management team, maintains an orderly and safe learning environment where teachers may teach, and students have the opportunity to learn. Enforces municipal ordinance, county, state, and federal laws. Works independently.

QUALIFICATIONS:

Education/Certification:

- High school diploma or GED
- Texas Peace Officer License issued by Texas Commission on Law Enforcement (TCOLE)
- Clear and valid Texas driver's license

Special Knowledge/Skills:

- Bonded as required by Texas Education Code Section 37.081(h)
- Ability to pass psychological and polygraph tests and drug screenings
- Ability to work well with youth and adults
- Excellent oral and written communication

MAJOR RESPONSIBILITIES AND DUTIES:

1. Patrol assigned campus(es) and routes walking or driving within district jurisdiction.
2. Work with campus administrators to provide a safe environment.
3. Respond to calls for service concerning crisis situations, accidents, and reports of crime.
4. Coordinate police services with school official, students, parents, and patrons.
5. Complete presentations to school officials, students, parents, and patrons about safe school and criminal justice issues.
6. Investigate all criminal offenses that occur within district's jurisdiction.
7. Collect and preserve evidence including witness statements and physical evidence.
8. Take custody of perpetrators, file appropriate charges, and ensure placement in jail or juvenile detention centers for law violations, as necessary.
9. Write effective legal incident/offense reports.
10. Testify in court and administrative hearing as needed.
11. Work cooperatively with other police agencies to share information and provide other assistance.
12. Provide traffic control at athletic events, school closings or openings, or at any other time.
13. Provide protection to or escort district personnel as needed.
14. Operate all equipment including firearms according to established safety procedures.
15. Compile, maintain, and file all reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.
16. Maintain confidentiality.
17. Regular attendance.
18. Other duties and responsibilities as assigned by the Police Captain and Chief of Police.

SUPERVISORY RESPONSIBILITIES:
None

EQUIPMENT USED:
District vehicles, firearms, handcuffs, emergency responder communication's radio, alarm systems, fire extinguishers, computer, typewriter, copier, and fax

WORKING CONDITIONS:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Occasional district travel; occasional prolonged and irregular hours. The following physical requirements and/or capabilities are what an employee needs to possess in order to meet the physical demands of the job:

- Walking (move about on foot)
- Carrying (transporting an object by hand)
- Crouching (bending the body downward and forward by bending the knees and spine)
- Climbing (ascending and descending stairs)
- Lifting (able to lift 50-60 lbs.)
- Kneeling (bending legs at the knees to come to rest on the knees)
- Pulling (able to exert force upon an object so the object moves toward the force, includes jerking)
- Pushing (exerting force upon an object so the object moves away from the force)
- Bending (ability to move at the waist downward and upward with reasonable mobility)
- An employee may be required to perform any or all of the above physical requirements. These physical requirements may constitute 95% of the employee's daily functions.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____