Job Title: Police Officer **Classification:** Non-exempt

Reports to: Chief of Police

Dept./School: Police Department

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

Special Knowledge/Skills:
General knowledge of criminal investigation, police report writing, and criminal laws
Training and ability to subdue offenders, including use of firearms and handcuffs
Bonded as required by Texas Education Code §37.081(h)
Ability to pass required physical, psychiatric, and drug tests
Ability to work well with youth and adults

Experience:
Background in law enforcement or related work experience

Major Responsibilities and Duties:

Law Enforcement

1. Patrol assigned campus(es) and routes walking or driving within district jurisdiction.

2. Respond to all calls from campuses concerning crisis situations, accidents, and reports of crime.

3. Investigate all criminal offenses that occur within district's jurisdiction.

4. Collect and preserve evidence for criminal investigations including witness statements and physical evidence.

5. Arrest 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.

Consultation

8. Work cooperatively with other police agencies to share information and provide other assistance.

Safety

9. Help 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.

Administration

12. Compile, maintain, and file all physical and computerized reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.

13. Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.

Supervisory Responsibilities:

None.

Equipment Used:

District vehicle, firearm, handcuffs, alarm system, fire extinguisher, security equipment, personal computer, typewriter, and copier.

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.

Signature: **Date:**