



Police Chief / Plum Creek Elementary

- Direct daily operations of JISD Police Department
- Oversee investigations of criminal activity
- Provide evidence and testimony in court proceedings

Operations Police Sergeant / Caddo Grove Elementary

- Conduct criminal offense investigations
- Collect and maintain evidence and prepare case files
- Present all felony cases to the Grand Jury/act as States Witness

Serve as JISD liaison to other law enforcement agencies
Supervise and schedule police officers
Prepare PD operating guidelines and procedures
Secure and maintain contents of evidence room
Supervise and evaluate performance of JISD police officers
Oversee Emergency Operations Procedures for the district
Provide classroom presentations as requested

Monitor clearance of all cases and log status
Assist all officers with their cases and reports
Write all search and arrest warrants for the department
Hostage negotiator and firearms Range Master
TCOLE instructor
Approves all changes to the special events schedule
Ensure Emergency Operations Procedures as assigned
Assist Police Chief with supervision of Police Officers

Police Officer / Joshua High School
Patrol/Visible on assigned campus
Respond to all calls
Investigate criminal offenses
Collect and preserve evidence for criminal investigations
Arrest perpetrators, file appropriate charges as necessary
Traffic Control for school events
Escort district personnel as needed
Ensure Emergency Operations Procedures as assigned
Provide classroom presentations as requested
Security Detail for all extracurricular events

Police Officer / Ninth Grade Campus and New Horizons HS
Patrol/Visible on assigned campus
Respond to all calls
Investigate criminal offenses
Collect and preserve evidence for criminal investigations
Arrest perpetrators, file appropriate charges as necessary
Traffic Control for school events
Escort district personnel as needed
Ensure Emergency Operations Procedures as assigned
Provide classroom presentations as requested
Security Detail for all extracurricular events

Administrative Police Sergeant / Elder Elementary School
Training Coordinator for JISD Police Department
First Line Supervisor for the School Marshals
Maintains Policy and Procedures in compliance with best practices
Presents cases to the Grand Jury on monthly rotation
Supervises the Police Department in the absence of Chief
First line supervisor for discipline/time off requests/inquiries
Presents all felony cases to the Grand Jury/act as States Witness
Serve as administrator for all online databases used by JISD PD
Ensure Emergency Operations Procedures as assigned
TCOLE instructor

Police Officer / Nichols Middle School
Patrol/Visible on assigned campus
Respond to all calls
Investigate criminal offenses
Collect and preserve evidence for criminal investigations
Arrest perpetrators, file appropriate charges as necessary
Traffic Control for school events
Escort district personnel as needed
Ensure Emergency Operations Procedures as assigned
Provide classroom presentations as requested
Security Detail for all extracurricular events

Police Officer / Caddo Grove Elementary
Patrol/Visible on assigned campus
Respond to all calls
Investigate criminal offenses

Police Officer / Staples Elementary
Patrol/Visible on assigned campus
Respond to all calls
Investigate criminal offenses

Collect and preserve evidence for criminal investigations
Arrest perpetrators, file appropriate charges as necessary
Traffic Control for school events
Escort district personnel as needed
Ensure Emergency Operations Procedures as assigned
Provide classroom presentations as requested
Security Detail for all extracurricular events

Collect and preserve evidence for criminal investigations
Arrest perpetrators, file appropriate charges as necessary
Traffic Control for school events
Escort district personnel as needed
Ensure Emergency Operations Procedures as assigned
Provide classroom presentations as requested
Security Detail for all extracurricular events

Police Officer / North Joshua Elementary

Patrol/Visible on assigned campus
Respond to all calls
Investigate criminal offenses
Collect and preserve evidence for criminal investigations
Arrest perpetrators, file appropriate charges as necessary
Traffic Control for school events
Escort district personnel as needed
Ensure Emergency Operations Procedures as assigned
Provide classroom presentations as requested
Security Detail for all extracurricular events