DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title:	**Police Officer**	**Wage/Hour Status**:	Non-Exempt
Reports to:	Chief of Police	**Pay Grade**:	AUX - 10
Dept. /School:	District Wide/ Assigned Campus	**Date Revised:**	07/01/2022

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

Qualifications:

Education/Certification:

- High school diploma or GED (Some college hours)
- Associates Degree or higher preferred
- Texas Peace Officer licensed by Texas Commission on Law Enforcement (TCOLE) Valid Texas driver's license

Special Knowledge/Skills:

- General knowledge of criminal investigation, police report writing and criminal laws
- Training in subduing offenders, including use of firearms and handcuffs
- Bondable as required by Texas Education Code 37.081(h)
- Ability to pass required physical, psychiatric, and drug tests
- Strong communication, public relations and interpersonal skills
- Ability to work well with youth and adults
- Must have good moral character with the ability to communicate effectively, both verbally and in writing

Experience:

Background in law enforcement or related work experience

Major Responsibilities and Duties:

Law Enforcement:

- Patrol assigned campuses and routes walking or driving within district jurisdiction
- Respond to all calls from campuses concerning crisis situation, accidents, and reports of crime
- Investigate all criminal offenses that occur within the jurisdiction of the district
- Collect and preserve evidence for criminal investigations including witness statements and physical evidence
- Arrest perpetrators, file appropriate charges, and ensure placement in jail or juvenile

detention centers for law violations as necessary
- Write effective, legal incident reports
- Testify in court as needed

Consultation:

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

Safety:

- Assist in providing traffic control at athletic events, school closings or openings, or at any other time
- Provide protection or escort district personnel as needed
- Operate all equipment including firearms according to established safety procedures

Administration:

- Compile, maintain, and file all reports, records and other documents required, including affidavits for arrest, incident reports, and activity reports
- Other duties as assigned

Supervisory Responsibilities: None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: District vehicle, firearms, handcuffs, security equipment, two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals

Posture: Prolonged sitting and standing

Motion: Strenuous walking and climbing; frequent keyboarding/mouse, prolonged driving

Lifting: Moderate lifting and carrying (15–44 pounds)

Environment: Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather), moderate exposure to noise, frequent districtwide travel

Other: Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously

Mental Demands: Maintain emotional control under stress; prolonged hours; on call 24 hours a day.

**Districts employing police officers must have adopted policies CKE (Legal) and DEB (Legal). The district must also have a memorandum of understanding that outlines reasonable communication and coordination efforts between school police department and law enforcement agencies that have overlapping functions.*

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.

Employee Print Name _____

Employee Signature _____ Date _____