PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6705 FLSA: Non-Exempt
Pay Grade: K12
PCSB: 6707 (In Training)
Pay Grade: K11

POLICE OFFICER

REPORTS TO:
Chief of Schools Police

SUPERVISES:
Not Applicable

QUALIFICATIONS:
Graduation from a standard high school or possession of a GED. Must hold valid certification under current FDLE standards as a law enforcement officer. Must possess and maintain a valid state of Florida driver's license.

Note:
Employee will be hired at Pay Grade K11 during the required training period. When the required training is satisfactorily completed, the employee will then be placed on Pay Grade K12.

MAJOR FUNCTION

The police officer responsible for providing police services and protecting life and property through the enforcement of laws. Under general direction of a supervisor, work is performed with considerable independence. Work involves an element of personal danger and requires the exercise of considerable judgment, and the application of policy and procedures and tact. Work is reviewed through observation, conferences, written reports, inspections, and evaluation of results achieved.

ESSENTIAL RESPONSIBILITIES

- Identifies and investigates violations of law, which occur on district property.
- Responsible for the prevention, detection and investigation of criminal activity while assigned to a school or task.
- Solves problems while working with schools or community organizations.
- Apprehends suspects by use of forcible arrest techniques to overcome resistance if necessary.
- Collects evidence and investigates criminal and administrative policy violations.
- Locates and questions witnesses, suspects, and victims.
- Assists in the prosecution of criminals.
- Refers violations of administrative policies to appropriate authorities through depositions, written reports and/or testimony.
- Uses and cares for firearms, communications equipment, gas masks, and other necessary equipment.
- Uses computers to access information and generate clear and comprehensive reports.
- Determines work priorities through knowledge of law enforcement practices and procedures with respect to jurisdictional parameters and severity of crimes.
- Reports to supervisor accordingly.
- Cooperates with principals, assistant principals and other appropriate staff members by coordinating, recommending and advising them of investigative activities, and proper practices/procedures necessary to secure the safe and peaceful conduct of district business/activities.
- Cooperates with and is accessible to local, state and federal law enforcement agencies for participation in their respective manpower needs as a deputized agent.

ESSENTIAL RESPONSIBILITIES (CONTINUED)
• Cooperates and participates with the Division of Juvenile Justice in cases involving children charged with committing delinquent acts. • Cooperates and participates with other members of the criminal justice system to include Office of the State Attorney, Child Protective Investigators, and other state and federal agencies in the interest of public safety. • Remains alert and sensitive to potential disturbances and/or violations of the law through preventive measures of security. • Remains knowledgeable of current laws and legislative procedures pertinent to the proper conduct of law enforcement through continued education, seminars, and training. • Responds to both emergency and non-emergency calls for service from schools and other board sites, to include reports of child abuse and neglect. • Provides security services during various meetings, including board meetings. • Demonstrates qualification with and uses departmental issued equipment; maintains departmental issued supplies and equipment, including weapons, ammunition, and other specialized supplies and equipment. • Demonstrates ability and performs defensive combat tactics. • Performs related duties as may be assigned and/or enacted by applicable department general orders. • Schedules may include shift work. • Responds as ordered to work during emergencies to include working extended duty hours over weekends and holidays, or during periods of severe or inclement weather. • Must maintain constant mental alertness, display excellent communication skills and the ability to quickly evaluate critical situations as required. • Must be physically and mentally prepared to respond immediately to emergencies.
TERMS OF EMPLOYMENT
Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district. *Performance of the job will be evaluated in accordance with provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 11/80 WMP; FORMAT REVISED: 3/88; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 3/25/92; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED D&R & MQ'S: 5/04 AK; BOARD APPROVED: 6/16/04; REVISED FORMAT, TITLE, ADA, 9/12 LM; BOARD APPROVED; 10/23/2012; REVISED MQ, MF, ER 5/15/18 LM; BOARD APPROVED: 5/22/18

POLICE OFFICER

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds		X			
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more		X			
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time		X			
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data				X	
21. Using various technology tools				X	
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions			X		
24. Working in an area that is very uncomfortable due to extreme temperature, inclement weather, noise levels, or other conditions		X			
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls		X			
26. Operating automobile, vehicle, or van					X
27. Other physical, mental or visual ability required by the job: Must be capable of chasing and using force to affect the arrest of suspects. May be exposed to dangerous bodily fluids.		X			