HIGHLAND PARK ISD

Office *of* Human Resources

Job Title: Certified Peace Office (Police Officer)*

Exemption Status/Test: Nonexempt

Reports to: Chief of Police

Pay Grade/Days: AP02/ 230 days

Dept./School: Assigned Campus(es)

Date Revised: October 2019

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 (TCOLE) Clear and valid Texas driver's license

Knowledge/Skills/Abilities:

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 criminal offenses that occur within the 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. Assist and participate in the emergency management process to include planning and coordination with internal and external stakeholders.
14. All 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
Mental Demands: Work with frequent interruptions; maintain emotional control under stress; subject to overtime
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

**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 essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____