



Job Title:	Police Officer/Recruit	Wage/Hour Status:	Non-Exempt
Reports To:	Police Sergeant	Pay Grade:	Police Salary Schedule
Dept. /School:	District Wide/ Assigned Campus	Date Revised:	03/08/2017

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:

Basic Requirements:

- High school diploma or GED Must be a US citizen,
- 21 years of age or older
- Valid Texas driver's license
- Bondable as required by Texas Education Code 37.081(h)
- Ability to pass required physical exam as determined by a physician
- Must successfully complete a psychological and polygraph exams
- Strong communication, public relations and interpersonal skills
- Ability to work well with youth and adults
- Must successfully complete Basic Police Academy and pass TCOLE exam

Major Responsibilities and Duties:

Law Enforcement:

1. Patrol campuses/facilities within district jurisdiction.
2. Respond to all calls from campuses concerning crisis situation, accidents, and reports of crime.
3. Investigate all criminal offenses that occur within the jurisdiction of the district.
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. Assist in providing traffic control at athletic events, school closings or openings, or at any other time.
10. Provide protection or escort district personnel as needed.
11. Operate all equipment including firearms according to established safety procedures.

Administration:

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

Supervisory Responsibilities:

None

Equipment Used:

District vehicles, firearms, handcuffs, alarm systems, fire extinguishers, security equipment, personal computer, printer, calculator, copier, fax machine. Drive district truck/automobile.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

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 different areas of district at odd hours; on call 24 hours a day.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.