

Administrative/Professional Job Descriptions

Police Officer

Human Resource Services

Job Title: Police Officer

Reports to: Chief of Police

Pay Grade MT7

Dept. /School: Police Department

Date Revised: May 2023

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 ordinance, county ordinances and state laws as well as policies, directives, and standards of the District.

Qualifications:

Minimum Education/Certification:

High school diploma or GED

Texas Peace Officer License issued by Texas Commission on Law Enforcement (TCOLE)

Valid Texas driver's license

Special Knowledge/Skills:

General knowledge of criminal investigations, police report writing, and criminal laws

Training and ability to subdue offenders, including use of firearms, conductive energy devices 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

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. 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

Major Responsibilities and Duties:

Law Enforcement

1. Patrol assigned campus and routes walking or driving within district jurisdiction.
2. Respond to all calls from campus concerning crisis situations, accidents, and reports of crime.
3. Investigate all criminal offenses that occur within 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.
8. Work cooperatively with other police agencies to share information and provide assistance.

Safety

9. Provide traffic control
10. Provide protection to or escort district personnel as needed.
11. Operate all equipment including firearms to established safety procedures.

Administration

12. Compile, maintain, and file all physical and computerized reports, records, and documents; including affidavits for arrest, incident reports, and activity reports.
13. Perform all other tasks assigned by supervisor.

Supervisory Responsibilities:

None

Equipment Used:

District vehicle, firearm, conductive energy device, handcuffs, alarm system, fire extinguisher, security equipment, computer, and copier.

