

## GOOSE CREEK CISD JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Police Officer</b>	<b>FLSA:</b>	<b>Non Exempt</b>
<b>REPORTS TO:</b>	<b>Chief of Police</b>	<b>PAY GRADE:</b>	<b>MTD9/240</b>
<b>DEPARTMENT:</b>	<b>Police Department</b>	<b>DATE REVISED:</b>	<b>February 2014</b>

### PRIMARY PURPOSE:

Provides law enforcement services to the school district to prevent and protect all students, personnel, and visitors from physical harm and prevent property loss due to theft or vandalism. Enforce all laws including municipal ordinances, county ordinances, and state laws.

### QUALIFICATIONS:

#### Education/Certification:

1. High School diploma or certified GED required
2. Must hold a valid Peace Officer License from the Texas Commission on Law Enforcement Officer Standards and Education.
3. Consideration will not be given to TCLEOSE license or license from another state with a General Discharge, Dishonorable Discharge or the equivalent notation from previous law enforcement jobs.
4. Must have a valid Texas Driver's license with an acceptable driving record.
5. Two years of successful full time law enforcement experience as a commissioned peace officer preferred.
6. Two or more years of college or advanced training preferred.
7. Must be able to work day, evening and night shifts with varied days off.
8. Submit to a thorough background investigation
9. Excellent oral and written communication skills

#### Special Knowledge/Skills:

- General knowledge of criminal investigation, police report writing, and criminal laws.
- Training and ability to subdue offenders, including use of firearms and handcuffs
- To be bondable 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  
General knowledge of criminal investigations

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Enforce applicable Board policy.
2. Establish a positive working relationship among students, staff , and community
3. Investigate assigned criminal complaints.
4. Assist in the protection of students, staff, and District property.
5. Serve as a law enforcement resource to students and District personnel.
6. Provide a general and consistent adult and law enforcement presence at critical locations on District facilities.
7. Provide a roving patrol of District assets when not assigned to a specific task.
8. Respond to calls for service during and after regular school hours.
9. Respond to civil disasters such as hurricanes, tornadoes, fire, etc. (where District personnel are required).
10. Inform the Chief of Police or his designee of all conditions that affect the safety and security of students, staff and District property.
11. Patrol assigned campus (es) and respond to all calls from local school principals or designees, regarding crisis situations.
12. Assist staff with after-hour functions upon request.
13. Enforce all laws of felony and misdemeanor degree of federal, state or local origin.
14. Investigate motor vehicle accidents and stop and identify suspicious persons and/or vehicles.
15. Assist the Transportation Department with problem bus stop areas and/or chronic disruptions on school buses upon request.

**POLICE OFFICER JOB DESCRIPTION CONTINUED**

- 16. Write effective legal incident reports, collect evidence as necessary for supporting criminal investigations and apprehend offenders.
- 17. Work cooperatively with other police agencies to share information and provide other assistance.
- 18. Provide police services at district sponsored events on or off campus.
- 19. Perform other duties as assigned.

**EQUIPMENT USED - ISSUED:**

District vehicles, firearms, handcuffs, alarm system, fire extinguishers, personal computer, typewriter, copier, and fax.

**MENTAL DEMANDS**

Maintain emotional control under stress.

**PHYSICAL DEMANDS**

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 other and exhibit rapid mental and muscular coordination simultaneously.

**ENVIRONMENTAL DEMANDS**

May be subject to adverse and hazardous working conditions including violent and armed confrontations. Work outdoors in varying climate conditions; drive in all different areas of district at odd hours; on call 24 hours a day.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by Immediate Supervisor	Date
Reviewed by Personnel Director	Date
Received by Employee	Date

**Goose Creek Consolidated Independent School District is an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people, regardless of race, color, religion, gender, age, national origin, veteran status, disability or genetic information. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.**

Original: Employee Personnel File

cc: Immediate Supervisor  
Employee