

# Alvarado ISD Job Description

**Job Title: District Police Officer**

**1**

**Reports to: Chief of Police**

**Wage/Hour Status:**

**Dept./School: District Wide**

**Days Employed: 226**

**Salary Range: \$48,000-\$60,000**

## **Primary Purpose:**

Candidate must be a fully commissioned police officer. Work well with and provide aid to administration and student body of Alvarado Independent School District. Generally work to reduce crime through the education and promotion of positive police/student relations. Patrols district 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. Work 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

Basic SRO training certification or ability to attend and obtain SRO training

Certification or other identified School-Based Law Enforcement Training

### **Special Knowledge/Skills:**

General knowledge of criminal investigations, police report writing, criminal law, traffic code, and other applicable laws and ordinances

Training and ability to subdue offenders, including use of firearms and handcuffs

Bondable as required by the Texas Education Code §37.081(h)

Ability to pass required physical, psychiatric, and drug tests

Ability to work well with youth and adults

Strong public relations, organizational, communication, and interpersonal skills

### **Experience:**

A minimum of 2 years of experience as a School-Based Law Enforcement Officer as a SRO or school district police officer or;

4 years of experience as a sworn officer or any equivalent combination of experience and training providing the required knowledge, skills and abilities.

## **Major Responsibilities and Duties:**

### **Law Enforcement**

1. Patrol assigned campuses and routes walking or driving within district jurisdiction.



# Alvarado ISD Job Description

**Job Title: District Police Officer**

**2**

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2. Respond to all calls from campuses concerning crisis situations, accidents, and reports of crime.
  3. Investigate criminal offenses that occur within district's jurisdiction.
  4. Collect and preserve evidence for criminal investigations including witness statements and physical evidence.
  5. Enforce appropriate traffic laws within the district jurisdiction.
  6. Arrest perpetrators, file appropriate charges, and ensure placement in jail or juvenile detention centers for law violations as necessary.
  7. Write effective legal incident reports.
  8. Testify in court as needed.
  9. Provide training and educational presentations to staff, students, and parents, as requested.

## **Consultation**

10. Work cooperatively with other police agencies to share information and provide other assistance.

## **Safety**

11. Help provide traffic control at athletic events, school closings or openings, or at any time.
12. Provide protection to or escort district personnel as needed.
13. Operate all equipment including firearms according to established safety procedures.

## **Administration**

14. Compile, maintain, and file all physical and computerized reports, records and documents required, including affidavits for arrest, incident reports, and activity reports.

## **Supervisory Responsibilities:**

None

## **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** District vehicle, firearms, handcuffs, alarm system, security equipment, two-way radio, fire extinguisher, and standard office equipment including computer and peripherals.

**Posture:** Prolonged sitting and standing

**Motion:** Strenuous walking and climbing; frequent keyboarding and use of mouse; frequent



## Alvarado ISD Job Description

**Job Title: District Police Officer**

**3**

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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

**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.

**Mental Demands:** Maintain emotional control under stress; prolonged hours; on call 24 hours a day

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This document describes the general purpose and responsibility assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

