

# Police Officer

JOB STATUS: Open

POSTING DATE: 07/25/2022

CLOSING DATE: 08/08/2022 04:30 PM

POSTING NUMBER: 00007679

LOCATION: POLICE/SECURITY

POSITION TITLE: Police Officer

## QUALIFICATIONS:

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### Education Required:

- **High School Graduate or Equivalent**

### Certification/Licenses Required:

- Must possess a license or Basic certification issued by the Texas Commission on Law Enforcement (TCOLE)
- Must possess a valid Texas Operator's or Class C driver's license and be insurable by the District
- TCOLE 4064 Certification School Based Law Enforcement Officer Certification within 120 days of the date of hire
- ICS-100: Introduction to ICS or equivalent, within 120 days of the date of hire
- FEMA IS-700: NIMS, An Introduction, within 120 days of the date of hire
- Must be in good physical and mental condition, be able to obtain clearance from a licensed psychologist upon receiving offer of employment

### Other Requirements:

- Must be a U.S. Citizen
- Must be of good moral character
- Must not be on probation for any criminal offense above the grade Class C misdemeanor; not have been convicted of a Class A misdemeanor offense within the last 12 months; not have been convicted of a Class B misdemeanor within the last six months; not have been convicted of the offense of driving while intoxicated or driving under the influence of drugs within the last 24 months; not have been convicted at any time of a felony offense
- Must demonstrate proficiency in firearms standards as set by TCOLE and Department Policy
- Must be in good physical and mental condition. Applicants hired as a Police Officer will undergo a physical and background check to ensure that employees are trustworthy and of good conduct and character.

### Special Knowledge/Skills:

- Knowledge of criminal investigation techniques
- Knowledge of report writing techniques
- Knowledge of PC computers and various software, TLETS program, fire alarm and intrusion detection systems
- Knowledge of First Aid or CPR certified
- Proficient use of firearms and firearm safety
- Proficient use of the written and spoken English language
- Uses technology for specific, but limited job-related purposes

## FUNCTION:

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Police Officers are assigned to specific locations or units with the mission of providing protection to all Corpus Christi Independent School District (District) students, district personnel, and the general public while on District property or property under the control of the District. This protection is extended to include all property owned, used, or under the control of the District. Both on-duty and off-duty work assignments are performed in such a manner as to provide the above service.

### Supervisor Responsibilities:

- Campus Safety Officer

## MAJOR RESPONSIBILITIES & REQUIREMENTS:

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### Supervisor Responsibilities:

- Campus Safety Officer

### Police Responsibilities:

- Comply with all CCISD and Department policies and procedures as outlined in Lexipol
- Willingly support management and perform all duties assigned
- Keep upper management informed of all matters affecting the Police Officer position

- Perform all duties as assigned by the Sergeant or higher ranking supervisor
- Able to deal effectively and professionally with the personnel of other law enforcement agencies, the judiciary, District personnel, and community members
- Community Relations Projects
- Uses knowledge gained as a CCISD Police Officer to train new Police Services personnel and orient them concerning issues particular to CCISD and the CCISD Police Department
- Maintain working knowledge of all Texas state laws
- Assist in providing traffic control on contiguous streets at the athletic events, school closings/ openings, or at any other time deemed necessary
- Provide police services at school or school district sponsored activities that occur off school property as authorized
- Report to campus sites and District properties as directed by the Police Supervisor
- Respond to all job-related calls and alarms issued by the communications dispatcher or superior officer when assigned to patrol duty
- Conduct preliminary investigations on any incident, crime, or disturbance that may occur on District property or jurisdiction
- Prepare and submit any required reports in a timely manner
- Enforce all applicable rules, regulations, policies, and laws of the State of Texas and the District
- Make arrests when authorized by law
- Testify in all court proceedings as required
- Coordinate with other law enforcement agencies, judicial, and emergency services, on matters concerning the District
- Working knowledge of all sites and facilities in the district
- Properly cares for all property and equipment assigned or entrusted to them. Perform all other job related duties as assigned by a supervisor
- Possess good report writing skills and ability to interview witnesses
- Must demonstrate proficiency in firearms standards as set by TCOLE and Department policy

Emergency Management Responsibilities:

- Coordinate campuses/facilities to ensure compliance with state mandates concerning Emergency Operations Plans (EOP) for their assigned campus and ensure timely reporting of the same to the Sergeant
- Coordinate and train staff who conduct campus/facility audits and ensure timely reporting of the same to the Sergeant
- Coordinate with assigned campuses/facilities to ensure compliance with state laws relating to required safety drills and ensure timely reporting to the Sergeant
- Must possess working knowledge of campuses/facilities in the district and properly implement ICS protocols during emergencies

Working Conditions: Mental/Physical Demands and Environmental Factors

- Maintain emotional control under stress
- Frequent prolonged and irregular hours
- Work with frequent interruptions
- Continual walking and standing
- Requires some lifting
- Works indoors and outdoors, at times during inclement weather
- May be required to work weekends, holidays, and after-hours activities
- Some of the work may be under hazardous conditions

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

REPORTS TO/SUPERVISES:

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Reports to: Sergeant

OTHER INFORMATION:

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For assistance or more information, see our [Job Information Page](#).

or you may contact:

**CCISD Human Resources** - (361) 695-7250  
 Auxiliary Applicant Tracking / Applications  
[CCISDhr@ccisd.us](mailto:CCISDhr@ccisd.us)

CCISD Human Resources  
 801 Leopard  
 Corpus Christi, Texas

(Please include the Job Posting Number with any correspondence.)

APPLY TO:

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Select the **Auxiliary** Application in our online application system (link below). All applications must be submitted by 4:30 pm local time on the closing date.

GRADE / STEP: AUXS/610

SALARY: \$21.63 minimum/hour (individual salary calculation is based on applicable experience)

See the [CCISD Salary Schedule handbook](#) for information regarding initial salary placement.

DAYS: 226

START DATE: Upon Hire