



REQUISITION NUMBER: 139-1

**GENERAL EMPLOYMENT NOTICE**  
**POLICE OFFICER**  
**CAMPUS OR PATROL DIVISIONS**  
**Police Department**  
**(Potential Openings)**

**MINIMUM QUALIFICATIONS**

**(Only those persons who meet the minimum qualifications as posted should apply)**

- Valid Texas Peace Officer License issued by the Texas Commission on Law Enforcement (TCOLE) or successful completion of law enforcement training from a TCOLE approved institution
- Valid Texas Driver's License with a driving record insurable by the NISD carrier
- Must be eligible to be bonded as required by Texas Education Code Section 37.08 (h)
- One (1) year of law enforcement experience in a full time position (preferred)
- Must pass human performance evaluation (physical evaluation)
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

**SPECIAL KNOWLEDGE/SKILLS/ABILITIES**

- Knowledge of all traffic and highway driving rules and regulations
- General knowledge of criminal investigation, police report writing and criminal laws
- Training and ability to subdue offenders, including use of firearms and handcuffs
- Skill in operating a motor vehicle
- Skill in operating a two-way radio
- Ability to react professionally and safely under potential or actual volatile conditions

**ESSENTIAL FUNCTIONS**

1. Patrol assigned campus (es) and routes walking or driving within District jurisdiction.
2. Respond to all calls from campuses concerning crisis situations, accidents, and reports of crimes.
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.
6. Write effective legal incident reports.
7. Testify in court as needed.
8. Work cooperatively with other police agencies to share information and provide other assistance.
9. Help provide traffic control at athletic events, school crossings or openings or at any other time.
10. Provide protection to or escort district personnel as needed.
11. Operate all equipment including firearms according to established safety procedures.
12. Compile, maintain and file all physical and computerized reports, records and documents including affidavits for arrest, incident reports and activity reports.
13. Perform other duties as assigned.

**WORKING CONDITIONS**

Maintain emotional control under stress. May be exposed to body fluids and other contagions. Daily attendance and punctuality at work are essential functions of the job. Lifts 10–50 pounds frequently, 50–100 pounds occasionally. Strenuous walking, standing running, and climbing; continual setting, reaching, and repetitive hand and arm motions if on drive assignment, ability to operate a motor vehicle if on drive assignment; specific hearing and visual requirements; moderate pushing and pulling up to 250 lbs, carrying, squatting and bending; 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; travel in all different remote sites in the District at odd hours if on drive assignment; on call 24 hours a day.

**TERMS OF EMPLOYMENT**

**REPORTS TO:** Police Sergeant

**TYPE OF ASSIGNMENT:** Full-Time, Non-Exempt

**DAILY RATE:** \$190.32

**MINIMUM WORK DAYS:** 210

**PAY GRADE:** XM10

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**NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.**

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