City of Oak Point Job Description

JOB TITLE:	School Resource Officer	**SALARY:**	$73,520
DEPARTMENT:	Police Department	**STARTING SALARY:**	DOQ
FLSA STATUS:	Non-exempt	**EFFECTIVE DATE:**	8/24/2026

Cert Pay Incentive: Up to $4,000 (see certification pay below)

The selection process for School Resource Police Officer consists of several steps and is intended to produce the most current list of candidates who are qualified to become Oak Point Police Officers. The City of Oak Point does not fall under Civil Service.

The starting annual salary for a School Resource Officer is $73,520. For lateral entry program and salary, please see below.

Selection Process and Background Standards:

1. Submit a City application
2. Panel Board Interview
3. Complete a Personal History Statement (PHS)
4. Background Investigation
5. Chief's Interview
6. Job Offer
7. Physical and drug examination
8. Psychological examination
9. Onboard

Lateral Hire Program: A lateral Police Officer from Texas is eligible for a starting salary based on their whole years of police experience. Service time, for determining the starting salary, can include multiple agencies if breaks in service are less than thirty days.

JOB SUMMARY

The School Resource Officer is responsible for a variety of duties that are necessary to fulfill the Police Department's mission. This position is a fully commissioned police officer with the Oak Point Police Department who works with and aids the administration and student body of the Little Elm Independent School District (LEISD) and Denton Independent School District (DISD). Serves as a consultant, instructor and problem solver and generally works to reduce crime through education and the promotion of positive police/student relations. During school breaks and holidays the employee will be assigned to the patrol division as needed. Must be willing to work nights, holidays, and weekends. Employees may also use available PTO during these breaks. This position operates under the terms of the interlocal agreement(s) between the City and LEISD/DISD, and the SRO must maintain the confidentiality of student information in accordance with the Family Educational Rights and Privacy Act (FERPA).

PRIMARY DUTIES AND RESPONSIBILITIES

Enforces federal and state laws and local ordinances. Performs a variety of duties relative to their assigned school and responsibilities such as identifying and apprehending criminal violators; ensuring the free flow of traffic on campus; presenting crime prevention programs. Performance is evaluated through observation, oral and written reports, and by results obtained.

- Responds to radio calls for all types of police services.
- Takes proper police action at scene of crime, administers first aid, gathers evidence, locates witnesses, and makes arrests; appears in court to present evidence and testify against persons accused of crimes.
- Ascertains validity of information or secures evidence for the arrest of persons alleged to have committed a crime.
- Interviews suspects, prisoners, complainants, and witnesses; takes information or secures evidence for the arrest of persons alleged to have committed a crime.
- Searches for and preserves evidence; interviews suspects, prisoners, complainants, and witnesses to obtain information about crimes; reports automobile accidents, interviews witness, takes information, and makes detailed reports.
- Issues citations and investigates traffic accidents within the campus boundaries while school is in session.
- Testifies in legal proceedings.
- Conducts investigations of criminal offenses, missing persons, and all public safety incidents.
- Intervenes and mediates in crisis situations and all types of disputes.
- Instruct students and staff members about methods and techniques that may help prevent citizens from becoming victims of crime.
- Develops and implements community-based policing strategies and programs.
- Participate in all assigned community events.
- Performs all other related duties as assigned.
- Conducts foot patrol in areas within or in the vicinity of the geographical boundaries of the assigned campus to protect all students, personnel, and visitors. Patrol and other law enforcement duties of the SRO shall be performed, in part, with the use of department vehicles.
- Being a visible presence during the school day to assist school administration with general public safety services during school hours. The SRO shall not act as a school disciplinarian and will not assume that role; however, if the campus principal or staff person believes an incident involves a violation of the law or threat to public safety, the principal or staff person may contact the SRO who will determine whether law enforcement action is warranted and appropriate.
- Serve as a member of each campus "Safe and Supportive School Program Team," which conducts behavioral threat assessments by reporting individuals who make threats of violence or exhibit harmful, threatening, or violent behavior and gathers and analyzes data to determine the risk level and appropriate intervention.
- Assists with the school district with its Emergency Operations Plan(s).
- Make the principal aware of any law enforcement action taken on the campus, as soon as practicable and in compliance with the law.
- Take appropriate law enforcement action against intruders and unwanted guests, at a principal or designee's request, who may appear at the school and related school functions, to the extent that the SRO may do so under the authority of the law.

- Perform other duties that may be assigned from time to time by the Police Chief or designee, in coordination with the District Superintendent, provided that the duty is legitimately and reasonably related to the services as described herein and is consistent with federal, state, and local law, department policies, procedures, rules, and regulations.
- When school is not in session, work patrol shifts or special assignments as directed.

Minimum Qualifications

EDUCATION:
High School Diploma or GED

EXPERIENCE:

- Experience as a full-time paid police officer for a law enforcement entity/agency required.
- Basic School Resource Officer certification (40-hour TCOLE School-Based Law Enforcement Training course) by the Texas Commission on Law Enforcement Officer Standards and Education.
- Applicants must have been in a position where they had the authority to enforce laws, investigate crimes, make arrests, respond to calls for service, carry a firearm, and use discretion as part of their assigned duties.
- All applicants must obtain a Texas Peace Officer License by TCOLE, prior to being placed at their eligible lateral pay on our scale. (if they do not already have a license at the time of application).
- Preference will be given to applicants who are current TCOLE Licensed Police Officers. Preference will be given to returning Honorably Discharged Oak Point Police Officers.

REQUIRED SKILLS & ABILITIES

- Knowledge of local, state, and federal laws and applicable civil laws.
- Knowledge of departmental policies and procedures.
- Enhance the police image by example and through positive youth contacts.

Ability to:

- Ability to accept responsibility and account for their actions.
- Ability to follow instructions, safety practices, and standard operating procedures in performing assigned tasks. Ability to be punctual and attend work regularly.
- Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type. Ability to perform work accurately and thoroughly.
- Ability to communicate clearly and concisely, both orally and in writing. Ability to use thinking and reasoning to solve a problem.
- Ability to make critical decisions while following established procedures.
- Ability to demonstrate conduct conforming to a set of values and accepted standards. Ability to be truthful and be seen as credible in the workplace.
- Ability to make decisions or take actions to solve a problem or reach a goal. Ability to look beyond the standard solution.
- Ability to formulate a sound decision using the available information.
- Ability to influence others to perform their jobs effectively in a team environment and to be responsible for making decisions.
- Ability to effectively present information publicly to staff, management, and other groups/organizations.
- Ability to find a solution for or to deal proactively with work related problems.
- Ability to use technology to its fullest capabilities.

- Ability to overcome violent resistance and apprehend and arrest law violators.
- Ability to accurately describe suspects and vehicles.

Skills:

- Skill in use of personal computers including Microsoft Office, Open Office or similar word processing programs, e-mail, and the internet.
- Skill in vehicle operation.
- Skill in use of firearms.

Special Requirements

- Be at least twenty-one (21) years of age.
- Must be a US Citizen.
- Must be a TEXAS Certified Peace Officer
- Be fingerprinted and subjected to a search of records to disclose a criminal record.
- Comply with the City's Drug-Free Workplace Policy, including pre-employment and random drug testing applicable to safety-sensitive positions.

POLICE BACKGROUND STANDARDS:

- Not be on probation for a criminal offense.
- Must submit to and pass a pre-employment drug test and physical exam.
- Have vision correctable to 20/20 binocular for all hours of the day including day, evening, and night.
- Must possess a valid State of Texas Driver's License Class "C" and good driving record as defined by City policy.
    - An applicant who does not possess a Texas Driver's License or proper class, will be allowed ten (10) working days after a job offer is made to obtain proper licensing.

- Ability to successfully pass a panel interview.
- Ability to pass a background investigation.
- Ability to pass post-offer physical and drug test.

Benefits:

The City provides a full complement of benefits:

- TMRS
    - 2:1 match
    - Repeating updated service credit
    - 70% COLA
- 100 % employee covered Medical, Dental, and Vision (As of October 1, 2026).
    - Teladoc paid by City
- 50k guaranteed Life Insurance.
- Accidental Death & Dismemberment, Long Term Disability, Short Term Disability also paid for by the City.
- Two weeks paid vacation.
- Twelve days paid sick leave.
- Twelve paid holidays and one personal day.

- Longevity pays $15 per month of service, paid annually in a lump sum, and after the member's first full year of service. 10-year max.

Certification Pay:

Officers are also eligible for the following incentive in addition to their base salary:

- Intermediate: $1,500
- Advanced: $2,500
- Master: $4,000

Agency
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The City of Oak Point is an Equal Opportunity Employer. This position is not covered by Civil Service and is an at-will position. Essential functions of this position require the physical ability to patrol on foot, respond to physical altercations, restrain individuals, and perform other law enforcement duties; reasonable accommodation will be considered in accordance with the Americans with Disabilities Act (ADA).