



CLEVELAND ISD POLICE DEPARTMENT

316 East Dallas Street, Cleveland, Texas 77327 ■ 281.432.2908

Angela Allen
Chief of Police

JOB DESCRIPTION POLICE OFFICER

Primary Purpose:

Patrols district property 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. Works 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

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
Ability to pass required physical exam, psychiatric exam and drug tests
Ability to work well with youth and adults

Experience:

Background in law enforcement or related work experience

Major Responsibilities and Duties:

Law Enforcement

1. Patrol assigned campus(es) and routes walking or driving within district jurisdiction.
2. Respond to calls from campuses concerning crisis situations, accidents and reports of crime.
3. Investigate criminal offences 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 centers for law violations as necessary.
6. Write effective legal incident reports.
7. Testify in court as needed.

Consultation

8. Work cooperatively with other police agencies or school administrators to share information and provide other assistance.

Safety

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

Administration

12. 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, security equipment, two-way radio, alarm system, fire extinguisher and standard office equipment including computer and peripherals

Posture:

Prolonged sitting and standing

Motion:

Strenuous walking and climbing, frequent keyboarding/mouse and prolonged 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 muscular coordination simultaneously.

Mental Demands:

Maintain emotional control under stress

Prolonged hours

