

**Job Title:** Police Officer

**Wage/Hour Status:** Nonexempt

**Reports to:** HISD Chief of Police

**Pay Grade:** Aux PD

**Dept./School:** Assigned Campus

**Revised:** December, 2015

**Primary Purpose:**

To promote and maintain a school environment that will ensure the safety and security of district personnel, students and visitors to school campuses and facilities.

**Qualifications:**

**Education/Certification:**

High School Diploma or GED

Valid Texas Driver's License; meet and maintain automobile insurance liability eligibility

Associates Degree from an accredited college of university preferred; College hours in Criminal Justice is recommended

School Resource Officer Certification preferred

Current Texas Peace Officer License issued by Texas Commission on Law Enforcement (TCOLE)

Bonded as required by Texas Education Code Section 37.081(h)

**Special Knowledge/Skills:**

Possess an understanding of the Texas Penal Code, Texas Code of Criminal Procedure, Texas Family Code and Chapter 37 of the Texas Education Code

Ability to pass required physical, psychiatric, and drug tests

Ability to record information

Ability to follow verbal and written instructions

Ability to work effectively with juveniles and the public, sensitivity to special needs children

Ability to communicate effectively (written and verbally)

Working knowledge of criminal investigation, police reports, and criminal laws

**Experience:**

Three years previous experience in full-time law enforcement preferred.

**Essential Responsibilities and Duties:**

1. Training and ability to subdue offenders, including use of firearms, non-lethal weapons, and handcuffs.
2. Ability to problem solve, think critically and manage conflict.
3. Exhibit a high level of personal integrity and display high ethical standards.
4. Operate computer to develop databases and do word processing.
5. Actively monitor the interior and exterior of the campus for any unauthorized persons.
6. Teach in a classroom setting (Examples: instructing students on technology awareness, domestic violence, traffic-stop education and bullying)
7. Coordinate and respond to calls for service which may include theft, criminal mischief, disturbances or disorders on school district sites.
8. Assist in conducting preliminary and follow-up investigations.
9. Assist in developing and implementing school safety programs.
10. Promote crime prevention and traffic safety.
11. Respect confidentiality and FERPA legal requirements.

12. Demonstrate sensitivity to special needs children
13. Coordinate and assist local law enforcement and fire agencies as required or requested.
14. Assist school administration with alleged criminal violations when requested.
15. Exercise good judgment in assessing student behavior so that errors will not occur misjudging the seriousness of a situation resulting in inappropriate use of force.
16. Confer regularly with teachers, counselors, principals and other staff to identify problems and suspected student criminal behavior.
17. Maintain contact and act as liaison to local law enforcement agencies.
18. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including records of all cases investigated and reports required by law.
19. Comply with all district and campus routines and regulations.
20. Maintain a positive and effective relationship with supervisors, colleagues, students and parents.
21. Help provide traffic control at athletic events, school closings or openings, or at any other time.
22. Provide protection to, escort, or accompany students, parents, or district staff as needed.

**Other Duties**

1. Follow all safety and security procedures.
2. Work effectively within a team.
3. Complete other duties as assigned.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

District vehicle and associated equipment, two-way radio, computers, hand gun

**Working Conditions:**

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

Maintain emotional control under stress.

Constant contact involving students, district personnel, visitors, and other members of the public.

Frequent district wide travel.

May be subject to hazardous working conditions including violent and armed confrontations.

Work outdoors in varying climate conditions.

Ability to endure continuous walking and standing, running or climbing.

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

To apply go to: <https://hutto.tedk12.com/hire/index.aspx>