



# Argyle Independent School District

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**Job Title:** Police Officer

**Exemption Status/Test:** Nonexempt

**Reports to:** Chief of Police

**Pay Grade:** CP7

**Dept./School:** Assigned Campus

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## PRIMARY PURPOSE

The Argyle Independent School District (AISD) Police Department is seeking an experienced and innovative Police Officer to join our dynamic team. As a key member of our department, you will play a crucial role in ensuring the safety and security of students, staff, and visitors within the school district. The ideal candidate will be proactive, team-oriented, and possess excellent communication skills to effectively interact with individuals of all ages and backgrounds.

## QUALIFICATIONS

### Education/Certification:

- High school diploma or equivalent; college degree preferred.
- Texas Commission on Law Enforcement (TCOLE) Peace Officer Certification.
- Clear and valid Texas driver's license

### Special Knowledge/Skills:

- Excellent interpersonal and communication skills with the ability to interact effectively with individuals of all ages and backgrounds.
- Strong presentation skills with experience delivering informative and engaging presentations to groups.
- Demonstrated ability to work collaboratively as part of a team and establish positive relationships with diverse stakeholders.
- Proficiency in the use of law enforcement equipment, technology, and computer systems.
- General knowledge of criminal investigation, police report writing, and criminal laws
- Training and ability to subdue offenders, including use of firearms and handcuffs
- Bonded as required by Texas Education Code §37.081(h)
- Ability to pass required physical, psychiatric, and drug tests

### Experience:

- Minimum of five years of law enforcement experience, experience in a school or community policing environment is preferred.

## MAJOR RESPONSIBILITIES AND DUTIES

- Monitor assigned areas of the school district to deter crime, enforce laws, and maintain order.
- Respond promptly to calls for service, including emergency situations, and take appropriate action to resolve incidents.
- Conduct thorough investigations of criminal activity, accidents, and other incidents as assigned.
- Collaborate with school administrators, teachers, and staff to develop and implement innovative safety and security procedures and initiatives.
- Establish and maintain positive relationships with students, parents, and community members to foster trust and a culture of safety.
- Deliver engaging presentations on topics related to safety, crime prevention, and community policing to students and staff.
- Provide assistance and support during school events, extracurricular activities, and emergency drills.
- Maintain accurate records and reports related to law enforcement activities, incidents, and investigations.
- Stay informed about current laws, regulations, and best practices in law enforcement through ongoing training and professional development.
- Collect and preserve evidence for criminal investigations including witness statements and physical evidence.
- Arrest perpetrators, file appropriate charges, and ensure placement in jail or juvenile detention centers for law violations as necessary.
- Compile, maintain, and file all physical and computerized reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.
- Testify in court as needed.
- Work cooperatively with other police agencies to share information and provide other assistance.

### Safety

- Help provide traffic control at athletic events, school closings or openings, or at any other time.
- Provide protection to or escort district personnel as needed.
- Operate all equipment including firearms according to established safety procedures.
- Use sound judgment and effectively communicate with and elicit information from emotionally distraught students, staff, parents, and citizens.
- Follow district safety protocols and emergency procedures.

### Other

- Ability to pass a comprehensive background investigation, drug screening, and psychological evaluation.
- Commitment to upholding the highest standards of professionalism, ethics, and integrity in law enforcement.

### Supervisory Responsibilities:

None

# Argyle ISD

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## MENTAL DEMANDS / PHYSICAL DEMANDS / ENVIRONMENTAL FACTORS:

**Tools/Equipment Used:** District vehicle, firearms, handcuffs, security equipment, two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals

**Posture:** Prolonged sitting and standing

**Motion:** Strenuous walking and climbing; frequent keyboarding/mouse, 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 exhibit rapid mental and muscular coordination simultaneously

**Mental Demands:** Maintain emotional control under stress; prolonged hours; on call 24 hours a day

All employees are to follow district safety protocols and emergency procedures.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.<sup>1</sup>

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Signature

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Date

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Print Name

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<sup>1</sup> Date Revised: 12/2025