AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**POLICE OFFICER**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**PD 3**	DUTY DAYS:	**260**	DATE REVISED:	**08/19/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

This position requires a High School Diploma or G.E.D, and graduation from a Texas Commission on Law Enforcement Officer Standards and Education approved Academy. Incumbent must possess a certification as a peace officer from the Texas Commission on Law Enforcement or completed the basic Peace Officer Course and passed the Peace Officer Licensing Exam.

SKILL REQUIREMENTS:

This position requires state mandated in-service training, successful completion of annual written tests on Texas Penal Code, Family Code, Education Code, Alcohol Beverage Code, Code of Criminal Procedure, and Motor Vehicle Code. Incumbent must be able to successfully complete quarterly fitness tests, and semi-annual firearms qualifications proficiency. The incumbent must have a valid Texas Driver's License.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent patrols District property to protect all Austin ISD students, personnel, and visitors from physical harm and prevent property loss to the District due to theft or vandalism. Incumbent must also uphold and enforce all penal and education laws of the State of Texas. Incumbent may have primary responsibilities for police investigations.

ESSENTIAL FUNCTIONS:

- Patrol District property for suspicious activity, unauthorized persons on campus, or unauthorized entry after hours, provide "Close Patrols" for Austin ISD locations as needed.
- Respond to calls of crimes against person or property in progress, reports of crimes that have already occurred, accidents on District property, intrusion/fire alarms; perform preliminary investigation at the scene (e.g., gather and preserve evidence, take statements.)
- Arrest adults/juveniles and book persons into jail or juvenile detention centers for law violations, as necessary.
- Interview suspects, witnesses, and victims on school campuses.
- Testify in court as needed.
- Complete paperwork associated with duties as necessary (e.g., affidavits for arrest, incident reports, activity reports).
- Perform miscellaneous duties as required (e.g., conduct background investigations, review pending cases with supervisor, assist other law enforcement agencies, deliver criminal incident reports to various courts.)
- Provide executive protection; provide transportation to and from pre-designated places for the Austin ISD Board members and administrators.
- Provide instructional presentations for students and staff.
- Perform duties of Police Dispatcher as required.
- Perform patrol duties involving foot patrol, bicycle patrol, and vehicular patrol
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Regular attendance for this position is required. This position may involve routine exposure to blood or body fluids.

Incumbent may spend extended periods of time patrolling and investigating crimes on Austin ISD property, both in automobiles and on foot. Incumbent may be required to physically restrain parties involved in a conflict. In extreme cases, incumbent may be exposed to violent and/or armed confrontations. Physical fitness tests are required quarterly.

Tools/Equipment Used: District vehicle, firearms, security equipment, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals, police duty belt that contains a gun, handcuffs, two-way radio, and ammunition, bullet proof vest weighing approximately five (5) lb

Posture: Prolonged sitting and standing

Motion: Strenuous walking and climbing; frequent keyboarding/mouse, prolonged driving, run or walk stairs. jumping from elevated surfaces such as a loading dock., running after a fleeing suspect.

Lifting: Moderate lifting and carrying (15–44 pounds), carry a police duty belt at waist level weighing approximately 15-20 lbs.

Environment: Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather), moderate exposure to noise, frequent districtwide travel, physically handle emotionally disturbed and out of control persons, perform rescue operations that may require lifting, carrying, or dragging heavy objects

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.

PERSONAL WORK RELATIONSHIPS:

This position reports to the Police Sergeant. Most duties are performed independently, but a Supervisor may give general or detailed instructions for specific cases and review all paperwork completed by the incumbent. Incumbent has frequent contact with District personnel, students, parents, and the general public. The purpose of contact is to serve and to protect individuals within the geographic boundaries of the Austin ISD. Incumbent may also have contact with other police agencies to share information and to provide other assistance.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	