

CLEVELAND INDEPENDENT SCHOOL DISTRICT

Job Description

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

| | | | |
|--------------------|-------------------|-------------------|--|
| TITLE: | Police Officer | STATUS: | Non-Exempt |
| REPORTS TO: | Chief of Police | TERMS: | 233 Days (12 Months) 180 Days (10 Months) |
| DEPARTMENT: | Police Department | PAY GRADE: | PD1 |

PRIMARY FUNCTION

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.

All employees of Cleveland ISD are expected to act with integrity, support organizational goals, demonstrate the ability to inspire, grow and motivate others, utilize feedback, strive for results and commit to championing the needs of our students and employees, and work toward continuous improvement.

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

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

Ability to pass required physical, psychiatric, and drug tests

Ability to work well with youth and adults

Experience:

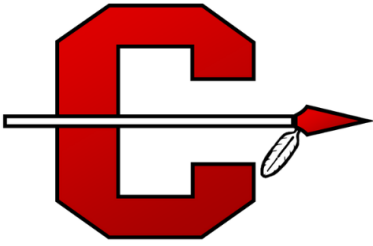
Background in law enforcement or related work experience

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.

ESSENTIAL JOB FUNCTIONS:

1. Patrol assigned campus(es) and routes walking or driving within district jurisdiction.
2. Respond to all calls from campuses concerning crisis situations, accidents, and reports of crime.
3. Investigate criminal offenses that occur within district's jurisdiction.



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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.
8. Work cooperatively with other police agencies to share information and provide other assistance.
9. Help provide traffic control at athletic events, school closings or openings, or at any other time.
10. Provide protection to or escort district personnel as needed.
11. Operate all equipment including firearms according to established safety procedures.
12. Compile, maintain, and file all physical and computerized reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.
13. Maintain confidentiality.
14. Reliable attendance and punctuality.
15. Follow district safety protocols and emergency procedures.
16. Participate in staff development activities to improve job-related skills.
17. Comply with state, district, and school regulations and policies.
18. Attend and participate in faculty meetings and serve on staff committees as required.
19. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
20. Perform other duties as assigned by supervisor and the Superintendent of Schools.

WORK ENVIRONMENT

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

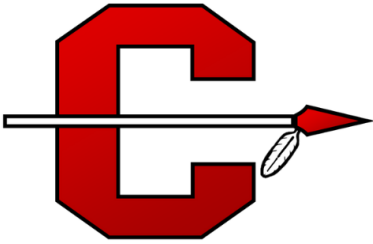
Motion: Strenuous walking and climbing; frequent keyboarding/mouse, prolonged driving

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 district wide 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.



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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee Signature

Date