



## POLICE OFFICER

Rev. Aug 2025

**Job No.:** 8301

**Reports to:** Sergeant

**Dept./Campus:** Leander ISD Police Department

**FLSA Status:** Non-exempt

**Pay Grade:** 803

**Term:** 250 Days

### PRIMARY PURPOSE:

To patrol District property to protect all Leander ISD students, personnel, and visitors from physical harm and prevent property loss to the District due to theft or vandalism. To uphold and enforce all penal and education laws of the State of Texas.

### MAJOR RESPONSIBILITIES AND DUTIES

- Conduct follow-up investigations of incidents involving LISD students, personnel and/or property.
- Assist school staff in emergency situations.
- Prepare detailed synopsis for events and incidents occurring on/off LISD property but involve LISD students or personnel.
- Respond to calls for assistance from LISD personnel for incidents occurring on LISD property.
- Recovery of stolen property belonging to LISD from other law enforcement agencies, pawn shops and/or persons who have possession of property.
- Act as liaison with federal, state, county, or local agencies.
- Conduct surveillance of incidents involving crimes against persons, property and/or public.
- Prepare cases of crimes against persons, property and/or the public for presentation to the district attorney.
- Enforce rules and regulations approved by the Board of Education and the school administration.
- Appear in court as a witness if summoned.
- Testify and present evidence in court as needed.
- Act as liaison with the community in matters relating to the safety of the students, faculty and property.
- Present in-service classes to students, parents, teachers, and community groups regarding safety and security issues.
- Must be able and willing to respond to an active threat on campus within a timely manner under a variety of circumstances.
- Patrol school grounds and surrounding area for student, faculty, and community safety.
- Respond to calls for service on and off campus.
- Perform tactical operations in and around schools in an effort to combat criminal activity.
- Assist with the implementation of safety programs.
- Conduct annual Crime Prevention Through Environmental Design (CPTED) audits.
- Assist with security plans for video surveillance as needed. Patrol district areas with high traffic volumes and speeding vehicles, provide traffic control at the athletic events, school openings and closings, etc.
- Conduct and/or interface with the Leander Police Department and other outside agencies regarding in-depth timely investigations to solve criminal acts on the campus.
- Develop forms for processing juvenile and adults in custody for criminal acts. Contact the Assistant District Attorney's Office for legal advice.
- Transport juveniles and adults to the proper holding facility.
- Conduct gang-related investigations and respond to gang-related activity at the campus.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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- Generate and download offense reports regularly, attend court when subpoenaed, and respond to emergency calls for service that occur after normal business hours.
- Assist school administration with disruptive students and parents. Hold student, parent, and administrator conferences concerning student misbehavior. Issue warnings, citations, or make arrests for violations of the Texas Penal Code.
- Must be able to provide training, lectures, or guidance to faculty, staff, and students as it relates to matters of public safety when appropriate.
- Demonstrates regular and prompt attendance.
- Perform other job-related duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

- None

### **GENERAL QUALIFICATION GUIDELINES**

#### **Education/Certification/Experience:**

- High School Diploma or GED required.
- Associate degree or higher preferred.
- Graduation from a Texas Commission on Law Enforcement Officer Standards and Education approved Academy.
- A valid Peace Officer License from TCOLE or completed the basic Peace Officer course and passed the Peace Officer Licensing Exam.
- Must be able to meet the district vehicle liability policy requirements and maintain a current Texas driver's license.
- School-based law enforcement proficiency certificate is preferred, or will be required within 180 days of employment.

#### **Knowledge/Skills/Abilities:**

- Knowledge of the overall operations of a police department
- Knowledge of criminal investigations, police report writing, and criminal law.
- Ability to spend extended periods of time patrolling and investigating crimes on Leander ISD property, both in automobiles and on foot.
- Ability to physically restrain parties involved in a conflict.
- Ability to pass required physical, psychiatric, and drug tests
- Ability to: stand or walk for long periods of time; run or walk stairs; perform rescue operations that may require lifting, carrying, or dragging heavy objects; jumping from elevated surfaces, such as a loading dock; use bodily force to gain entry through barriers; run after a fleeing suspect; subdue offenders, including use of firearms and handcuffs; perform patrol duties involving foot patrol, bicycle patrol, and vehicular patrol; effect arrests, using physical force if necessary; physically handle emotionally disturbed and out of control persons; wear bullet proof vest weighing approximately 5 lbs; carry a police duty belt at waist level weighing approximately 25 lbs and containing a gun, handcuffs, radio, and ammunition.
- Training and ability to subdue offenders, including use of firearms and handcuffs.
- Bondable as required by TEC §37.081(h)
- Knowledge of workplace safety requirements including applicable federal and state rules and environmental issues.

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- Skill in independent judgment and application of procedures and tasks that are quite varied
- Ability to make decisions on routine and non-routine matters
- Ability to collaborate and solve problems; working with others to resolve problems, clarify or interpret information/policies, and provide initial screening/negotiations without approval authority; explore alternative and creative solutions to meet the needs of customers within the district's policies and guidelines.
- Ability to assess and de-escalate customer issues; take personal responsibility and accountability for solving customer service problems.
- Skill in organization; communication; delivery of services throughout the learning community, assigned area, and customers; and operating standard computer and software applications, including but not limited to electronic mail, word processing, spreadsheets, databases, and presentations.
- Ability to handle high stress situations.
- Skills in customer service; resolution of highly sensitive and confidential issues on behalf of the department; becoming involved in the customer's decision-making process including presenting alternatives and information and applying persuasion and negotiation skills in the resolution of problems.

**Mental/Physical/Environmental Demands**

- *The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*
- Work involves considerable exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Work is normally performed outside in non-climate-controlled weather conditions.
- Work environment involves regular exposure to hazardous substances, physical risks, blood or body fluids, and dangerous situations.
- Regular attendance is required.
- Operate a computer and other office productivity machinery (i.e. a calculator, copy machine, and computer printer).
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Frequently communicate with other employees or the public.
- Must be able to exchange accurate information.
- Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints.
- Ability to make decisions which have significant impact on the department's credibility, operations and services.
- Ability to compose material such as detailed reports.
- Ability to carry and/or lift 45 pounds or more.
- May work prolonged or irregular hours.
- Frequent districtwide, statewide, and out-of-state travel.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.
- On call 24/7.