



Para-Professional - Job Description

Job Title: Police Officer

Pay Grade: SP 04

Min \$37,840/Mid \$45,584/Max \$53,328

Reports To: Chief of Police

FLSA Status: Exempt

Dept./School: Campus assigned

Minimum Duty Days: 220 days

Primary Purpose:

The District Police Officer shall be responsible for handling law enforcement and police related matters at District facilities as outlined in the Texas Penal Code, Code of Criminal Procedure, District's Board Policy, Departmental Rules and Regulations, and as directed by the Chief of Police. The District Police Officer is responsible for working cooperatively with the school administration, students, staff members, other District police officers, and officers from all law enforcement agencies to maintain positive campus security and a safe and secure campus environment.

Minimum Requirements:

- High School or GED.
- Certified Peace Officer.
- Valid Texas Driver's License.

(An extensive background check will be conducted by the department)

Preferred Requirements:

- Current certification with at least an **intermediate** Texas Peace Officer with a certificate issued by (TCOLE) Texas Commission on Law Enforcement.
- At least three (3) years' experience as a fulltime police officer in a school or similar environment.
- 1000 TCOLE training hours.
- 15 college hours from an accredited institution.

Major Responsibilities and Duties:

1. Patrol the District and provide police services to individual facilities, students and staff.

- a) Patrols by foot or marked police vehicle and enforces law regulations, codes, ordinances & Board Policies at all campuses district wide.
- b) Investigates criminal offenses that occur within the District's jurisdiction or against the District.
- c) Collects evidence.
- d) Enforces regulations for and on District school buses.
- e) Apprehends offenders, cause to be placed in juvenilen center and file appropriate charges.
- f) Responds to burglar and fire alarms as dispatched.
- g) Investigates suspicious persons in and around schools.
- h) Reports the misuse of building and property belonging to the District.
- i) Enforces all the general and criminal laws of Texas within the Districts jurisdiction.
- j) Enforces sections 21.481 – 21.490 of the Texas Education Code.
- k) Performs all the duties of a Texas Peace Officer enumerated in the Code of Criminal Procedure.

- l) Assists with traffic control on streets, at athletic events, school closing, school openings, or any other location deemed necessary to insure the safety and welfare of students and staff.
 - m) Crisis response to schools and facilities.
 - n) Maintains a working liaison with principals, staff, students & parents.
- 2. Provides police services and assistance to the administration, other officers, students and staff.**
 - a) Assists other law enforcement agencies on campus when requested.
 - b) Investigates violations of District rules and regulations when requested by District administration.
 - c) Participates in administrative hearings concerning alleged violations.
 - d) Provides police services at District sponsored events, on or off campus.
 - 3. Prepares complete and concise written reports on the forms provided, of incidents and problems that can be used in successful criminal prosecutions.**
 - a) Identifies, locates, and reports security problems or potential security problems.
 - b) Prepares a written reports of incidents or relevant observation that occurs on campus.
 - c) Appears in court as a witness whenever summoned.
 - 4. Performs other security and courtesy services as directed and maintain a positive image on the campuses and in the District for students, staff and the public.**
 - a) Establishes a positive working relationship among students, staff and community.
 - b) Provides police related services at District functions as assigned by the Chief of Police.
 - c) Is available to work overtime as assigned by the Chief of Police.
 - d) Is available for "call out" on emergency situations in the District.
 - e) Performs other duties as assigned by the Chief of Police.
 - 5. Patrols and observes activities on campuses being alert to crimes and other incidents that may occur.**
 - a) Provides surveillance of the parking lot areas and protect the vehicles and their contents.
 - b) Provides surveillance of the campus in order to deter disruptive and/or criminal activities.
 - c) Monitors vehicles entering and leaving campus parking lots.
 - d) Screens and assists outsiders entering the campus.
 - e) Deters or prevents trespassing and loitering on or near the campus.
 - f) Assists school staff in emergency situations, inside the building when needed.
 - g) Controls and/or prevents fights and disorders inside or outside buildings.
 - h) Maintains high visibility on campus and in the District with varying patrols.
 - i) Performs patrol of the campus to ensure that all areas are monitored and observed.
 - j) Enforces campus and District parking on designated parking areas on campus.
 - k) Keeps fire zones and bus ramps clear at all times.
 - l) Must wear LISD issued uniform when reporting to duty and adhere to the dress code administrative regulation.
 - m) Bike Patrol part of duty responsibility
 - n) Must be able to Fire Arms qualify and maintain qualification with department issued firearms & standards.

Mental Demands/Physical Demands/Environmental Factors:

- Maintain emotional control under stress
- Work with frequent interruptions
- Moderate lifting and carrying
- District/State wide travel
- Exposure to biological hazards
- Prolonged sitting, standing, and walking
- Hearing, speaking clearly
- Working alone
- Working prolonged or irregular hours
- Must be able to function in high stress situations

**Reviewed and Approved by
Chief of Police**

Date

**Reviewed and Approved by
Human Resources Director**

Date

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.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date