



Job Description Montgomery Independent School District

Job Title: Appointed Reserve Police Officer

Status: Appointed

Reports to: Chief of Police

Date Revised: September 2025

Dept./School: Montgomery ISD Campuses

Salary: Unpaid

Primary Purpose:

Supplement and assist regular full-time police officers in their duties. These officers provide volunteer professional and special functions that augment regular staffing levels which will include the following: 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. Works independently. Reserve Officers shall not exercise law enforcement officer duties when off-duty except under exigent circumstances. A Reserve Officer shall not carry a firearm while in an off-duty capacity, other than to and from work, unless he/she possesses a valid License to Carry (LTC) permit issued by the Department of Public Safety (DPS) or has authorization from the Chief of Police.

Qualifications:

Education/Certification:

High school diploma or GED

Texas Peace Officer License issued by Texas Commission on Law Enforcement (TCOLE)

National Incident Management System (NIMS) compliant

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

Strong organizational, communication and interpersonal skills

Experience:

Background in law enforcement or related work experience

Major Responsibilities and Duties:

Law Enforcement

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.
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. Reserve Officers are not authorized to work or coordinate off-duty or extra jobs that require wearing the Montgomery ISD Police Department uniform or that, by their nature, may require peace officer status or authority.
9. Reserve Officers are required to work a minimum of 20 hours per month to maintain their appointed status. Duty assignments—including times, dates, and locations—will be scheduled by the Chief of Police or their designee. When making assignments, consideration will be given to each Reserve Officer's professional, family, and personal obligations.

Consultation

10. Work cooperatively with other police agencies to share information and provide other assistance.

Safety

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

Administration

16. Compile, maintain, and file all physical and computerized reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.

Supervisory Responsibilities:

None.

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.

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.

Printed Name _____ ID # _____ Campus _____

Signature _____ Date _____