



<b>TITLE:</b>	<b>Peace Officer</b>	<b>STATUS:</b>	<b>Non-Exempt/At-Will</b>
<b>REPORTS TO:</b>	<b>Chief of Police</b>	<b>TERMS:</b>	<b>181 + 7 Holidays 238 + 9 Holidays</b>
<b>DEPARTMENT:</b>	<b>Police</b>	<b>PAY GRADE:</b>	<b>AX9</b>

**PRIMARY PURPOSE:**

To provide safety for all students, faculty, staff and the security of all district and campus property and equipment.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

Satisfaction of all requirements for certification by Texas Commission on Law Enforcement. If authorized to bear arms, must be certified peace officer.

Intermediate Peace Officer Certification preferred

**Special Knowledge/Skills:**

Ability to work independently

Ability to communicate effectively (both verbally and in writing)

Ability to maintain emotional control under stress

Bilingual preferred

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

**Experience:**

General knowledge of criminal investigation, police report writing, and criminal laws

Prior professional training in subduing offenders, including use of firearms and handcuffs

Three years' successful background in law enforcement or related work experience preferred

**WORKING CONDITIONS:**

Mental Demands/ Physical Demands/Environmental Factors:

Strenuous walking, standing, and/or climbing; operation of a motor vehicle; specific hearing and visual requirements; control of sudden violent or extreme physical acts of others and rapid mental and muscular coordination simultaneously. May be subjected to adverse and hazardous working conditions. Work outdoors in varying climate conditions; drive in all different areas of district at odd hours; on call 24 hours a day.

**Essential Functions:**

1. Patrol assigned routes within buildings and grounds watching for unauthorized persons, fires, hazardous situations, and suspicious circumstances.
2. Enforce laws, including federal and state statutes, and district rules and regulations.
3. Maintain liaison with federal, state, and local law enforcement agencies, including assisting in the serving of warrants within the district boundaries.
4. Inspect and secure doors, windows, lights, and gates when building is vacant.
5. Respond and investigate any calls from campuses concerning security problems.
6. Assume responsibility for the proper operation of the building alarm system.
7. Prepare offense and incident reports and ensure thoroughness of information contained in police reports.
8. Ensure sound security measures for the transfer of funds.
9. Patrol and control traffic and parking on the school campus.



10. Give directions or act as a guide to authorized visitors.
11. Assist with the management of inventory documentation.
12. Promote and follow safety practices and standards.
13. Meet regular and predictable attendance requirements.
14. Maintain confidentiality of information.
15. Perform other duties as assigned by the supervisor.

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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.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in 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 functions.*

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

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Signature

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Printed Name

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Date