

Job Title: PEACE OFFICER
Reports to: Sergeant and District Chief of Police
Dept./School: Assigned Campus(s)
Wage/Hour Status: Non-exempt
Date Revised: 2014-2015

Primary Purpose

Patrols district property to protect all students, personnel, and visitors from physical harm and prevent property loss due to theft or vandalism. Enforce all laws including municipal ordinances, county ordinances and state laws and works independently. The primary purpose also applies to peace officer assigned to night patrol.

QUALIFICATIONS

Education/Certification

High school diploma or GED

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

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

Ability to follow verbal and written instructions

Ability to communicate effectively

Possess strong organizational and time management skills

Experience

Experience in law enforcement or related work experience

MAJOR RESPONSIBILITIES AND DUTIES

Law Enforcement

1. Patrol all district and district properties, campus(es) and routes walking or driving within district jurisdiction (Peace Officer assigned to nights).
2. Respond to all calls from campuses concerning crisis situations, accidents, and reports of crime.
3. Investigate all 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.

Consultation

8. Work cooperatively with other police agencies and Fire Department to share information and provide other assistance. (Peace Officer assigned to nights).

Safety

- 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.

Administration

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

Security and Parking

- 13. Assist law enforcement personnel as needed. (Peace Officer assigned to nights)
- 14. Notify Police, fire department, or other appropriate authority of any situation requiring immediate attention. (Peace Officer assigned to nights).

Communication

- 15. Report all illegal infractions to Supervisor.

Other

- 16. Perform other duties assigned by supervisor.
- 17. Maintain confidentiality of information.

Supervisory Responsibilities

None

EQUIPMENT USED

District vehicle, firearm, handcuffs, alarm system, fire extinguisher, security equipment, personal computer, typewriter, and copier.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Strenuous walking, standing and climbing ability to operate a motor vehicle; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subject to adverse any hazardous working conditions including violent and armed confrontations. Work outdoors in varying climate conditions; drive in all different areas of district at odd hours; on call 24 hours a day.

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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____