

Job Title: PEACE OFFICER/DISTRICT COURIER
Reports to: Sergeant and Director of Security
Dept. /School: Security/Police
Wage/Hour Status: Non-exempt
Date Revised: 2014-2015

Primary Purpose

Provide courier services for district

Secondary Purpose

Under general supervision, provide security and protection for students and vehicles in student parking lots.

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 follow verbal and written instructions

Ability to communicate effectively

Possess strong organizational and time management skills

Ability to work well with youth and adults

Additional Requirements

Possess a valid Texas driver's license

Minimum flexibility in work hours may be necessary

Ability to pass required physical, psychiatric, and drug test

Experience

Experience in law enforcement or related work experience

MAJOR RESPONSIBILITIES AND DUTIES

Courier Responsibilities

1. Deliver, distribute and collect items as directed by Central Office to in-district and off-site locations
2. Maintain an accurate activity log to include records of delivery activity

Law Enforcement

3. Patrol assigned campus (as) and routes walking or driving within district jurisdiction.
4. Respond to all calls from campuses concerning crisis situations, accidents, and reports of crime.
5. Investigate all criminal offenses that occur within district's jurisdiction.
6. Collect and preserve evidence for criminal investigations including witness statements and physical evidence.

7. Arrest perpetrators, file appropriate charges, and ensure placement in jail or juvenile detention centers for law violations as necessary.
8. Write effective legal incident reports.
9. Testify in court as needed.

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 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.

Administration

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

Peace Officer Responsibilities

Student Management

15. Monitor student behavior and enforce school rules related to student conduct, vehicle operation, and parking.
16. Resolve conflict or confrontation between students and report disturbances to principal or assistant principal.
17. Control traffic and parking on campus grounds.

Security and Parking

18. Register student vehicles and maintain accurate records of registration.
19. Work cooperatively with office personnel to inform students of problems with vehicles (i.e., improperly parked, lights on, etc.).
20. Assist law enforcement personnel as needed.
21. Notify police, fire department, or other appropriate authority of any situation requiring immediate attention.
22. Give directions or act as a guide to authorized visitors.

Communication

23. Report all legal infractions to Supervisor.

Other

24. Perform other duties assigned by supervisor.

25. Maintain confidentiality of information.

Supervisory Responsibilities

None

EQUIPMENT USED

Two way radio

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Continuous walking and standing, exposure to vehicle exhaust. Works outside and is exposed to extreme temperatures and inclement weather, May be subject to extreme physical acts of others (i.e., restraining students involved in altercations).

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:** _____