

Job Title:	Police Officer	FLSA Status:	Nonexempt
Reports to:	Chief of Police	Salary Range:	\$48,310 - \$55,252
Dept./School:	Assigned District Facility	Date Revised:	July 2024

Primary Purpose:

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.

Qualifications:**Education/Certification:**

High school diploma or GED

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

Clear and valid Texas driver's license

Must not have a criminal record history

Two or more years of college or advanced training (preferred)

Must be available to work day, evening, and nightshifts with varied days off

Must be willing to relocate to Bee County within a 30-minute response time to the administration Center

Special Knowledge/Skills:

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

Ability to work with Pre-K through 12 public education students

Employee relations and communications skills

Knowledge to present crime prevention programs in a classroom setting (preferred)

Experience:

Two years of successful law enforcement experience as a commissioned peace officer (preferred)

K-9 experience (preferred)

Major Responsibilities and Duties:**Law Enforcement**

1. Patrol assigned campus(es) and respond to all calls from local school principals or designees regarding crisis situation.
2. Respond to all calls for service during and after school hours.
3. Respond to civil disasters such as tornadoes, fire, hurricane, etc. (where district personnel are required)

4. Serve as law enforcement resource to students and District personnel.
5. Provide a general and consistent adult and law enforcement presence at critical locations on District facilities.
6. Investigate assigned criminal offenses occurring within district's jurisdiction.
7. Collect and preserve evidence for criminal investigations including witness statements and physical evidence.
8. Arrest perpetrators, file appropriate charges, and ensure placement in jail or juvenile detention centers for law violations as necessary.
9. Write effective legal incident reports.
10. Testify in court as needed.
11. Work cooperatively with other police agencies to share information and provide other assistance.
12. Assist with the after hour functions upon request.
13. Perform all other duties as assigned.

Safety

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

Administration

19. Compile, maintain, and file all physical and computerized reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.
20. Enforce applicable Board policy.
21. Inform the District's Police Chief of all conditions that effect the safety and security of students, staff, and District property.

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.

**Districts employing police should reference Policies CKE (Legal), CKEA (LEGAL), and DBE (LEGAL) and adopt Policy CKE (LOCAL). The district must also have a memorandum of understanding outlining reasonable communication and coordination efforts between school police department and law enforcement agencies that have overlapping functions.*

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.

Reviewed by _____ Date _____

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