
Job Description – Police Officer

Primary Function: Under the direction of the Chief of Police, the Police Officer 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. This position will be expected to be a highly visible presence wherever assigned and act with the highest degree of professionalism and courtesy.

Responsibilities/Duties:

Law Enforcement

- Investigates assigned criminal complaints
- Assists in the protection of students, staff, and district property
- Serves as a law enforcement resource to students and district personnel
- Provides a general and consistent adult and law enforcement presence at critical locations on district facilities as assigned
- Acts as a role model and mentor for students
- Provides traffic control as needed
- Responds to calls for service during and after regular school hours and is subject to be on call 24 hours a day, 7 days a week
- Responds to civil disasters such as hurricanes, tornadoes, fire, etc.
- Informs the Chief of Police of all conditions that affect the safety and security of students, staff, and district property
- Proactively patrols assigned campus(es) and responds to all calls from local school principals or designees regarding crisis situations
- Assists district crossing guards as needed
- Provides law enforcement resources for after-hour functions, sporting, events, etc.
- Enforces all laws of both felony and misdemeanor degree of federal, state, or local origin
- Investigates motor vehicle traffic accidents and stops and identifies suspicious persons and/or vehicles
- Assists the Transportation Department with problem bus stop areas and/or chronic disruptions on school buses upon request
- Prepares police reports; identifies and reports potential safety and security hazards, conducts initial investigations, and acts on community and district concerns
- Patrols district property to protect all students, staff, and visitors from physical harm and prevents property loss due to theft or vandalism

Safety and Security

- Collaborates with the Chief of Police, district and campus staff who oversee safety protocols
- Follows the department's safety procedures including procedures for safe handling and use of firearms
- Identifies and reports potential safety and security hazards, conducts initial investigations, and acts on community and district concerns
- Provides training for LTISD staff and students on a variety of law enforcement and safety/security topics
- Leads drills or assists staff during drills at all district facilities and campuses

- Follows the District Emergency Response Guide and Emergency Operations Procedures (EOP)

Other

- Performs any other duties assigned by the Chief of Police
- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Laws, rules, and regulations applicable to the position
- Logical, effective problem-solving
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

Ability to:

- Train and subdue offenders, including the use of firearms and handcuffs
- Control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously
- Work with students, parents, staff, and community
- Problem-solve, think critically, and manage conflict under stress of time constraints and emotional witnesses/victims
- Work well with others in close proximity and while under stress
- Work all shifts, holidays and weekends, and a variety of assignments as directed
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: Must be a U.S. Citizen. High school diploma or certified GED required. Must hold a valid Peace Officer License from the Texas Commission On Law Enforcement. Must have a valid Texas Driver's license with an acceptable driving record. School based law enforcement proficiency certificate is preferred, or will be required with 180 days of employment. Must be able to work outside normal duties hours for the needs of the District. Must pass the background check, criminal history (to include fingerprinting), drug testing, medical and psychological screening process. Must meet requirements specified in TAC, Title 37, Part 7, Chapter 217, Rule 217.1 regarding criminal history. Two or more years of successful law enforcement experience as a commissioned peace officer is highly preferred. Two or more years of college or advanced law enforcement training preferred.

Working Conditions:

Mental Demands - Work with frequent interruptions and demands; maintain emotional control under stress; on call as assigned by supervisor.

Physical Demands/Environmental Factors - Frequent interruptions and deadlines; prolonged sitting, standing, balancing, reaching, and repetitive hand motions; strenuous walking, climbing and

running; frequent keyboarding and use of mouse; frequent driving; moderate lifting, stooping, kneeling, crouching; occasional crawling, pulling, and pushing; significant hearing, speaking clearly and reflexes necessary, depth perception, keen visual and distinguishing colors; routine district-wide travel; may be exposed to adverse and hazardous working conditions, including violent and armed confrontations in extreme cases; may involve routine exposure to blood or bodily fluids

Physical Conditions - Extreme exposure to sun, heat, cold, and inclement weather, noise, low or intense illumination, vibration; occasional exposure to work around moving objects or vehicles, work on uneven surfaces, nights and rotating shifts

Lifting/carrying - Lifting less than 40 pounds

Equipment used - District vehicle, firearms, handcuffs, computer, computer software programs and peripherals, radio equipment, video monitoring, scanner, printer, copier, fax, fire extinguisher and other equipment applicable to position

Calendar and Salary Range: 225 work days. See current pay grade on the Specialist/Support Compensation Plan.

Revised: 3-3/23

The foregoing statements describe the general function 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.

Employee Signature

Date