

Dumas ISD Police Officer Job Description

Job Title: Police Officer

Wage/Hour Status: Exempt

Reports to: Chief of Police

Pay Grade: 10

Dept./School: Police Department

Date Revised: 6/21/16

Primary Purpose:

To promote and maintain a school environment that will ensure the safety and security of district personnel, students and visitors to school campuses and facilities.

Qualifications:

Education/Certification:

High school diploma or GED

Valid Texas Driver's License

College hours in Criminal Justice is recommended

Successfully completed all required Law Enforcement Training

Basic Texas Peace Officer Proficiency Certificate issued by the Texas Commission on Law Enforcement

Officer Standards and Education. (TCLEOSE)

Active law enforcement experience preferred

Special Knowledge/Skills:

Knowledge of criminal investigations, police report writing, and criminal law.

Training and the ability to subdue offenders, including the use of firearms and handcuffs.

Bondable as required by Texas Education Code 37.081(h)

Strong communication, public relations, organizational, and interpersonal skills.

Ability to operate computer to develop databases and do word processing

Experience:

Two years of Law Enforcement Experience is recommended

Major Responsibilities and Duties:

Law Enforcement

1. Assist in developing and maintaining a safe and secure learning and working environment for students and district personnel.
2. Assist in conducting preliminary and follow-up investigations.
3. Assist in developing and implementing school safety programs.
4. Promote crime prevention and traffic safety.



Dumas ISD Police Officer Job Description

5. Serve as a resource to district personnel in matters related to Criminal Justice, juvenile justice and traffic administration.
6. Perform other duties as assigned.

Attendance Enforcement

7. Investigate cases of unexcused and excessive absences, tardies and enforce provisions of compulsory attendance laws.**
8. Issue warnings; file complaints against students, parents, or individuals with parental control in accordance with compulsory attendance laws, Texas Education Code, and board policy; and refer to appropriate court.**
9. Interpret and communicate compulsory attendance laws and school policy to parents and students.
10. Represent the school district in court hearings resulting from attendance problems.
11. Investigate cases of suspected drop out; retrieve textbooks and school property.

Consultation

12. Confer regularly with teachers, counselors, principals, and other staff to identify problems of tardiness, attendance, and student truancy.
13. Maintain contact and act as liaison to local law enforcement agencies and courts in the area of student truancy.

Administration

14. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including records of all cases investigated and reports required by the commissioner of education.**
15. Implement and comply with policies established by federal and state laws, State Board of Education rule, and local board policy in the area of student attendance.
16. Comply with all district and campus routines and regulations.
17. Maintain a positive and effective relationship with supervisors.
18. Communicate effectively with colleagues, students, and parents.

Other

19. Maintain confidentiality
20. Participate in professional development to improve skills related to job assignment.

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Equipment Used:

All equipment issued by the department: district vehicle and all equipment assigned to the district vehicle.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent districtwide travel. Occasional walking, running, and climbing.

***Texas Education Code §25.091—Powers and Duties of School Attendance Officer*

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.

Approved by _____ Date _____

Reviewed by _____ Date _____