# Cedar Hill Independent School District
# Job Description

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| **Job Title:** | Police Officer | **Wage/Hour Status:** | Non-exempt |
| **Reports to:** | Assigned Police Supervisor | **Pay Grade:** | P&O Pay Scale based on Certification |
| **Dept./School:** | Police Department | **Number of Days:** | 226 |
| **Funding Source:** | Local | | |

## Primary Purpose:

Assist in ensuring a safe environment by patrolling District campuses and facilities providing for the protection of all students, personnel, and visitors from physical harm and preventing property loss. Enforce state statutes, regulations and local ordinances as well as policies, directives, and standards of the police department in order to provide for the protection, safety, and welfare of students, staff, and property within the areas under the control and jurisdiction of the District.

## Qualifications:

### Education/Certification

High school diploma, or GED, required
20 accredited college hours, preferred
Texas Peace Officer License issued by Texas Commission on Law Enforcement (TCOLE)
Valid Texas driver's license

### Special Knowledge/Skills

General knowledge and understanding of criminal law, procedures, criminal investigations.
Ability to write effective police reports
Proficient in the use of de-escalation techniques, apprehension techniques, and firearms.
General knowledge and skills in emergency medical procedures, first aid, and CPR techniques
Ability to pass required background check, physical, medical/psychological, and drug screenings
Ability to work well with youth and adults

### Experience/Requirements

Background in law enforcement or related work experience
Must have an honorable discharge from any previous police agencies and be eligible for rehire
Must be proficient with the operation of all firearms and equipment utilized by police department personnel, including any applicable licenses

## Major Responsibilities and Duties:

### Law Enforcement

- Patrol assigned campus(es) and areas of responsibility within District jurisdiction.
- Respond to calls from District campuses and facilities concerning crisis situations, accidents, and reports of crimes.
- Investigate all criminal offenses that occur within District's jurisdiction.
- Collect and preserve evidence for criminal investigations including witness statements and physical evidence.
- Arrest perpetrators, file appropriate charges, and ensure placement in jail or juvenile detention centers for law violations as necessary.
- Perform traffic stops.
- Issue citations.
- Write effective incident and police reports.
- Testify in court and proceedings as needed.

### Consultation

- Work cooperatively with other police departments, law enforcement agencies, and juvenile authorities to share information and provide other assistance, as instructed.

### Safety
- Provide traffic and crowd control at athletic events, school closings or openings, and other District functions.
- Provide protection to or escort District personnel as needed.
- Operate all equipment including firearms according to established safety procedures.

### Administration
- Compile, maintain, and file all physical and computerized reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.
- Perform all other duties as assigned from time to time.

### Supervisory Responsibilities
- None

## Equipment Used:
The following equipment, in addition to items not listed, may be used and/or may be required; district vehicle, communication devices such as radios, firearms, 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, pushing, stooping/crouching, climbing, jumping over, carrying, lifting, reaching, and/or other physical activities; ability to drive and 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; full use of arms and legs. May be subject to adverse and hazardous working conditions including violent and armed confrontations. Ability to work outdoors in varying climate conditions; drive in all different areas of District at odd hours; may be required to work different shifts with varying days off and on holidays, and/or availability to be 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: _____
Employee Name/Signature

Approved by:_____ Date: _____
Supervisor Name/Signature