

Job Title:	Police Officer	Wage/Hour Status:	Hourly
Reports to:	Chief of Police and Police Sergeant	Pay Grade:	602
Dept. /School:	Police Services	Date Revised:	December 14, 2020

Primary Purpose

Patrol District property; perform law enforcement and crime prevention duties; protect students, personnel, and visitors from physical harm; and prevent property loss due to theft or vandalism.

Qualifications**Education/Certification**

High School Diploma/GED

Valid Current Texas Basic Peace Officer License by TCOLE

Valid Current Texas Driver License, Class "C"

Must pass a medical, drug, psychological, and physical agility test

Special Knowledge/Skills

- Knowledge of criminal investigation techniques, search and seizure requirements, and crime scene preservation and interview procedures
- Ability to work well with youth, adults, and co-workers
- Ability to achieve departmental goals with minimal supervision
- Ability to operate a motor vehicle
- Ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously

Experience

Eighteen (18) hours of college hours from an accredited college or university recognized by TCOLE.

Be 21 years of age or older upon graduation from an accredited Texas Police Officer Academy.

OR

Three (3) years of paid full-time law enforcement experience.

No Class B misdemeanor conviction(s) or higher within the last 10 years.

Major Responsibilities and Duties

1. Patrol school campuses, streets, parks, and commercial and residential areas located in, around District property on an assigned beat by foot, motorcycle, or police cruiser to prevent, detect, and investigate felony or misdemeanor offenses.
2. Respond to calls from campuses concerning crises, accidents, and report of crime.
3. Investigate all criminal offenses that occur within the District's jurisdiction and pursuit to District interest; check stores, businesses, houses, and other premises for burglars, fires, and other disturbances.
4. Respond to emergency radio or telephone calls and participate in inquiries into reported or observed events such as; vehicular or other accidents, robberies, civil disturbances, domestic violence, fights, drunkenness, missing persons, prowlers, and drug abuse.
5. Examine suspicious conditions and conduct primary searches of scenes to develop leads and tips.
6. Seek out and questions victims, witnesses, and suspects to develop leads and clues to a criminal episode.
7. Independently decide course of action ordinarily expected in conformance with federal and state laws to immediately deal with difficult and emergency situations without assistance, as qualified.
8. Maintain normal contact with police supervisory personnel by radio or telephone for consultation on major emergencies or precedents to collaborate on investigations or provide mutual assistance during other law enforcement activities.
9. Detain, arrest, restrain, search and advise suspects (whether juvenile or adults) of their rights, and transport, register, and book detainee(s).

10. Cooperate and exchange information with other local, county, state, and federal law enforcement agencies to enforce law and prevent crime.
11. Obtain advice from County and District Attorney's offices regarding cases, and policies and procedures, as needed and assigned.
12. Direct and enforce traffic and parking regulations; issue citations to traffic violators, inspect motor vehicles for state registration, serial numbers and other pertinent information, and operate speed detecting radar device.
13. Ascertain causes of traffic accidents by; taking measurements and drawing diagrams of scenes, inspecting vehicles involved, obtaining and analyzing information incidental to events, and conducting hit-and-run follow-up inquiries.
14. Rescue and render first aid to the injured and summons ambulances, Fire Department personnel, and other law enforcement vehicles.
15. Engage in school community oriented policing by: mediating disputes providing assistance to District personnel with educational programs in crime prevention, self-defense techniques, drug abuse resistance, traffic safety, and department activities and police patrol practices.
16. Serve warrants and commitments, testify in court hearings, and prepare felony and misdemeanor cases for filing of charges.
17. Compile information, write, and submit reports on topics such as; investigative findings, field interrogations, alcohol or drug influence, accident scenes, and traffic or other hazards that endanger District personnel.
18. Prepare various records including officer's daily activity log.
19. Act on behalf of superior officers in their absence, if assigned.
20. Maintain equipment, supplies and facilities in clean, orderly and safe condition, including preventive servicing and minor repairs on assigned service vehicle.
21. Participate in professional development training.
22. Collect and preserve evidence for criminal investigations including witness statements and physical evidence to include fingerprinting and latent print lifting techniques.
23. Conduct background investigations on prospective EPISD police applicants as assigned.
24. Provide protection to or escorts District personnel, as needed.
25. Compile, maintain, and file all reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.
26. Respond to on-call emergency duty during non-working hours (regardless of assigned work shift), in the event of a national disaster or the activation of the City-County Emergency Response System.
27. Operate all equipment in a safe manner, including: firearms, designated impact weapons, allied law enforcement equipment, communication devices, emergency vehicles and other District related property.
28. Submit all case reports, in a timely manner.
29. Comply with departmental policies and procedures.
30. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

District vehicles, firearms, handcuffs, alarm systems, fire extinguishers, security equipment, personal computer, copier, radio communications, telecommunications, and all other allied law enforcement equipment.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Wear uniform and accessories as customarily issued for regular tour of duty or special assignments. Subject to being called at any time for emergencies; occasional vigorous physical demands common to duties of a police officer. Maintain emotional control under stress. Strenuous walking, standing, and climbing. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Work outdoor in varying climate conditions. Drive in different areas of the District at odd hours. On call 24 hours a day; may be assigned to all rotating shifts to include evenings, graveyard, and baker shifts. May be assigned to varying locations, as needed.

Terms of Employment

250 days; salary to be established by the Board of Trustees

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: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.