



Flour Bluff Independent School District Job Description

JOB TITLE: Police Officer

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 206

REPORTS TO: Chief of Police

DATE REVISED: 01/25

PRIMARY PURPOSE:

- The District Police Officer is responsible for handling law enforcement and police-related matters at district facilities as outlined in the Texas Penal Code, Code of Criminal Procedures, District's Board Policy, Management Guidelines, and Departmental Rules and Regulations, and as directed by the Chief of Police. The District Police Officer works cooperatively with school administration, students, staff, and other law enforcement agencies to maintain campus security and a safe environment. The District Police Officer patrols district property to protect individuals from harm and prevent property loss. Enforces all applicable laws. Works independently.

QUALIFICATIONS:

Minimum Education/Certification:

Education/Certification:

- High school diploma or GED
- Texas Peace Officer License issued by Texas Commission on Law Enforcement (TCOLE)
- Valid Texas driver's license and ability to meet District vehicle liability policy requirements.
- Completion of restorative practices, behavioral health, diversity training, TxSSC SABLE #4064, and basic NASRO training or equivalent within 180 days of placement.
- Police Bike Certification preferred

Special Knowledge/Skills:

- General knowledge of criminal investigation, police report writing, and criminal laws
- Training and ability to subdue offenders, including use of firearms and handcuffs.
- Bonded as required by Texas Education Code §37.081(h)

- Ability to pass required physical, psychiatric, and drug tests.
- Ability to work effectively with youth and adults.
- Ability to work independently and as part of a team.
- Strong communication and interpersonal skills.

Experience:

- Background in law enforcement or related work experience
- One year (Full-Time) in Law Enforcement preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Law Enforcement

- Patrol assigned campus(es) and routes walking or driving within district jurisdiction to protect individuals from physical harm and prevent property loss due to theft or vandalism.
- Respond to all calls from campuses concerning crisis situations, accidents, and reports of crime and investigate criminal incidents and security breaches.
- Investigate criminal offenses occurring 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.
- Write effective legal incident reports.
- Work cooperatively with other police agencies to share information and provide other assistance.
- Enforce all applicable municipal, county, and state laws.
- Maintain a safe and secure campus environment through proactive measures.
- Control and manage access to district facilities.

Safety

- Help provide traffic control at athletic events, school closings or openings, or at any other time.
- Provide protection to or escort district personnel as needed.
- Operate all equipment including firearms according to established safety procedures.
- Use sound judgment and effectively communicate with and elicit information from emotionally distraught students, staff, parents, and citizens.
- Follow district safety protocols and emergency procedures.
- Work cooperatively with school administration, students, staff, and other law enforcement agencies.
- Maintain clear and respectful communication with all stakeholders.

- Provide support and guidance to students and staff on safety and security matters.

Administration

- Compile, maintain, and file all physical and computerized reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.
- Adhere to all district policies, management guidelines, and departmental rules and regulations.
- Maintain accurate and detailed records of incidents and activities.
- Uphold the highest standards of integrity and professionalism.
- Champion the needs of students and contribute to a positive learning environment.
- Actively participate in continuous improvement initiatives.
- Work independently.
- Perform other duties as assigned.

Flour Bluff ISD Values:

All employees of Flour Bluff ISD are expected to:

- Act with integrity.
- Support organizational goals.
- Communicate in a clear and respectful manner.
- Exhibits maturity and emotional control.
- Exhibits punctuality and dependability in performing his or her job.
- Adheres to proper channels when communicating ideas, problems, etc.
- Accepts and performs additional school-related assignments in a positive and efficient manner.
- Projects a positive attitude about self and professional responsibilities.
- Displays cooperativeness in working and interacting with students, parents, patrons, peers, administrators, and support personnel.
- Champion the needs of our students.
- Drive continuous improvement.
- Adhere to the Hornets Points of Pride Principals
- Accepts Other Duties as Assigned

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. Strenuous walking, standing, and climbing; ability to 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. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Work outdoors in varying climate conditions; drive in different areas of district at odd hours; on call 24 hours a day.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.