

Pflugerville Independent School District - Job Description

Job Title/Position:	Police Officer	Department/School:	Police Department/Assigned Campus(es)
Pay Information:	Police Dept. Compensation Plan Pay Grade: PD2 / Days: 226	Supervised By:	Chief of Police
FLSA:	Non-Exempt	Date Revised:	April 2019

Primary Purpose:

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. Works independently.

Qualifications (Experience/Education/Certification):

Education/Certification: High school diploma or GED, Texas Peace Officer License issued by Texas Commission on Law Enforcement (TCOLE)
Clear and valid Texas driver's license

Experience: Background in law enforcement or related work experience

Major Responsibilities:

Department Management

1. Perform daily operations of the district police department to ensure effective law enforcement.
2. Coordinate and collaborate enforcement activities with other department directors and campus principals and work cooperatively to develop and implement preventative policing, police programs, gang management plans, and other safety programs.
3. Investigate and make recommendations on all complaints and accusations made against district police officers or staff as assigned by PD leadership.

Organizational Management

4. Develop and present in-service training for department and PfISD employees as appropriate.
5. Assist with preparation of required department reports and requests.

Law Enforcement

6. Ensure enforcement of all laws and ordinances within the scope of board policy and the jurisdiction of district.
7. Oversee investigation of criminal activities that occur within the district's jurisdiction and support other agencies conducting investigations.
8. Serve as district liaison to state and local law enforcement agencies and juvenile authorities and represent the district on assigned committees and task forces.

Safety

9. Collaborate with PD Leadership, the Executive Director of Health, Safety, Crisis and Emergency Management as appropriate.
10. Adhere to department safety procedures including procedures for safe handling and use of firearms.
11. Patrol district property to protect all students, staff and visitors from physical harm and prevent property loss due to theft or vandalism.
12. Follow the district Emergency Response Guide and Emergency Operations Procedures (EOP).

Personnel Management

13. Select, train, supervise, and evaluate staff and make sound recommendations relative to assignment, retention, discipline, and dismissal as assigned by PD Leadership.
14. Coordinate all HR functions with the PfISD HR Administrator and follow/align practices with existing HR procedures and regulations.
15. Collaborate, Communicate and Coordinate with the PfISD HR Administrator as appropriate.

Administration

16. Maintain secured property room for storage of weapons and contraband confiscated on district property.
17. Compile and administer department budget based on documented needs for PD Leadership as it pertains to department budget. Ensure that operations are cost-effective and funds are managed wisely.
18. Compile, maintain, and file all reports, records, and other documents as required.

Police Operations Management

19. Adhere to standards for the department based on accepted practices in each specific area of operation.
20. Meet with campus and central office administration on security, safety and law enforcement matters.
21. Serve as liaison between Department and Administration, law enforcement agencies and community.

Desired Qualities of a Police Officer:

Demonstrates a high level of personal integrity, a collaborative leadership style and high ethical standards.
Keep informed of and comply with state, district, and campus policies affecting schools, including daily attendance, punctuality and confidentiality.
Comply with the Texas Educator's Code of Ethics.

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 well with youth and adults

Supervisory Responsibilities:

None.

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

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; prolonged hours; call back status for emergencies.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Received by: _____ Date: _____