

# CEDAR HILL I.S.D. POLICE DEPARTMENT JOB DESCRIPTION

Position # \_\_\_\_\_  
Grade Entry  
Date revised 032805  
FLSA non-exempt, 226 Days

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TITLE	DEPARTMENT	REPORTS TO
SRO Police Officer	Police	Chief of Police

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### **SCOPE OF RESPONSIBILITIES:**

Conducts School Resource Police Officer duties on and around his / her assigned campuses, area of responsibility or at District sponsored events (on or off campus).

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### **SPECIFIC RESPONSIBILITIES:**

1. Patrols, by foot or marked police vehicle his / her assigned area and enforces laws, regulations, codes, ordinances and board policies.
2. Develops action plans and safety programs in order to detect, suppress & prevent campus crime.
3. Responds to and takes appropriate action to secure, prepare reports and collect evidence at crime scenes, disruptions, accidents or other emergencies.
4. Investigates and write factual reports on criminal activity, traffic accidents, property offenses, and unsafe conditions on campus or within the assigned area of responsibility.
5. Makes arrest and issues citations in school zones, on campuses or other places within areas of responsibility.
6. Directs and controls traffic.
7. Prepares and serves warrants and subpoenas.
8. Prepares prosecution reports on cases for trial and appear in court and testify as the arresting / citation officer.
9. Administer emergency first aide and / or CPR.
10. Maintains daily logs and prepares reports required by departmental policies.
11. Participate in community relations activities and PTSA's as authorized and directed.
12. Performs surveillance of suspicious persons and / or campus (es).
13. Has a demonstrated ability to write clear, concise and factual reports and develop campus safety / crisis plans.
14. Has a demonstrated working knowledge of youth gangs and successful programs and resources that deter gang activity.
15. Maintains a working liaison with principal(s), staff, students and parents.
16. Must be able to maintain crowd control in a festive like atmosphere, i.e. ballgames, pep rallies etc.
17. The ability to be on-call status, 24 hours a day, seven (7) days a week.
18. Performs other duties as assigned by the chief of police.

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### **POSITION SPECIFICATIONS:**

- X Proficiency in the procedures of school district police operation and has a demonstrated working knowledge of the Chapter 37 of the Texas Education Code.
- X Proficiency in the care, maintenance and operation of the police radio, firearms, handcuffs, OCR spray, asp baton, camera, and general office equipment. Ability to use and care for small arms and to effectively operate police vehicles and other equipment in a safe and efficient manner.
- X Ability to decisively choose appropriately among several alternative solutions for situations that change occasionally and rapidly.
- X Ability to interpret and apply established regulations, rules, policies, and procedures.
- X Ability to work courteously with others in a diverse cultural environment and can deal effectively in routine contacts with the public and staff, and in situations involving the maintenance of law and order.
- X Ability to think clearly and act effectively in emergency situations, including the ability to apply emergency first aid / CPR techniques.
- X Physical ability to perform assigned tasks and functions that may often be hazardous and unpredictable.
- X The ability to work effectively with juveniles and juvenile crime (s.), as well as with young adults.

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**LICENSES, CERTIFICATES, EDUCATION AND EXPERIENCE:**

1. High school diploma, GED or equivalent. At least (Preferred) five (5) years experience as a **full-time** police officer in a school district or similar environment and has at least 60 semester hours of accredited college.
2. Possesses a valid Class C or above Texas Drivers License.
3. Must be able to pass extensive comprehensive background investigation that includes a medical, psychological and polygraph examination.
4. Current certification with at least an **intermediate** Texas Peace Officer with a certificate issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE). No person whose TCLEOSE license has been suspended, revoked or permanently voluntarily surrendered will be considered.
5. A candidate who has a history of jumping from agency to agency or an applicant who is currently under investigation by another police department or pending civil litigation **will Not** be considered.
6. Must pass the Police Physical Agility Exam. Which shall consist of wind sprints, a two mile run, push up and set ups, and a body dead weight drag.

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**HEALTH / PHYSICAL RATING:**

***Works out and indoors***; requires physical agility, stamina endurance and sound mental stability to work under adverse conditions and crisis situations where threat of injury or death is always present. This job description is intended to describe the general nature and level of work to be performed, but is not intended to be all-inclusive list of tasks involved, nor is it intended to be construed as an exhaustive list of all duties and skills required of the ideal CHISD Police candidate.

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