

NEW CANEY INDEPENDENT SCHOOL DISTRICT

TITLE: Peace Officer

QUALIFICATIONS:

1. High school diploma or GED
2. Satisfaction of all requirements for certification by Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE). If authorized to bear arms, must be certified peace officer.
3. General knowledge of criminal investigation, police report writing, and criminal laws.
4. Prior professional training in subduing offenders, including use of fire arms and handcuffs.
5. Successful background in law enforcement or related work experience
6. Ability to work independently
7. Ability to communicate effectively (both verbally and in writing)
8. Ability to maintain emotional control under stress
9. Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

SPECIAL WORKING CONDITIONS:

1. Strenuous walking, standing, and/or climbing; operation of a motor vehicle; specific hearing and visual requirements; control of sudden violent or extreme physical acts of others and rapid mental and muscular coordination simultaneously.
2. May be subjected to adverse and hazardous working conditions. Work outdoors in varying climate conditions; drive in all different areas of district at odd hours; **on call 24 hours a day.**

REPORTS TO: District Police Chief

PRIMARY PURPOSE: To provide safety for all students, faculty, and staff and the security of all district and campus property and equipment.

TERMS OF EMPLOYMENT: Auxiliary, Employee-At-Will. Twelve month year. Salary and work year established by the Board of Trustees.

WAGE/HOUR STATUS: Exempt

MAJOR DUTIES AND RESPONSIBILITIES:

1. Patrol assigned routes within buildings and grounds watching for unauthorized persons, fires, hazardous situations, and suspicious circumstances.
2. Enforce laws, including federal and state statutes, and district rules and regulations.
3. Maintain liaison with federal, state, and local law enforcement agencies, including assisting in the serving of warrants within the district boundaries.
4. Inspect and secure doors, windows, lights, and gates when building is vacant.
5. Respond and investigate any calls from campuses concerning security problems.
6. Assume responsibility for the proper operation of the building alarm system.
7. Prepare offense and incident reports and ensure thoroughness of information contained in police reports.
8. Ensure sound security measures for the transfer of funds.
9. Patrol and control traffic and parking on the school campus.
10. Give directions or act as a guide to authorized visitors.

11. Assist with the management of inventory documentation.
12. Promote and follow safety practices and standards.
13. Perform other duties as assigned by the supervisor.

The above statements are intended to describe major functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The superintendent may assign additional duties when deemed appropriate.

EVALUATION:

Performance will be evaluated annually in accordance with provisions of the Board's policy on evaluation of auxiliary personnel.