

Title: Police - Officer I

Reports To: Chief of Police

Duty Days: 205

Wage/Hour Status: \$38,000 – \$45,000 yearly, Non-Exempt

Date Revised: 01-2020

Qualifications:

Must possess a valid Texas Driver License.

Must possess a valid Peace Officer License from the Texas Commission on Law Enforcement.

At least two years of successful law enforcement experience as a commissioned peace officer is preferred.

Must be able to work days, evenings, and night shifts with varied days and times off.

Must possess skills, experience, or an interest in working directly within an educational environment, meeting the needs of all students.

Primary Purpose:

Under direct supervision, serves as peace officer and first responder; provides law enforcement services where needed; investigates allegations of criminal activity; obtains physical and circumstantial evidence that will meet the standards of the judicial system for conviction of the guilty or exoneration of the innocent; and provides a positive adult presence among students and staff.

Major Duties and Responsibilities:

1. Enforce applicable Board policies.
2. Assist in the protection of students, staff, and District property.
3. Serve as a law enforcement resource to students and District personnel.
4. Establish and maintain an ongoing positive working relationship with other law enforcement and Wills Point ISD personnel serving the school community.
5. Secure crime scenes and gather physical evidence as required.
6. Conduct preliminary investigations of all criminal complaints originating within jurisdictional boundaries.
7. Prepare and file all appropriate reports.
8. Appear in court and/or hearing as a witness or complainant when needed.
9. Provide a general and consistent adult and law enforcement presence at critical locations and times in and around Wills Point ISD facilities, events, and campuses.
10. Provide a random patrol of Wills Point ISD properties when not assigned to a specific location.
11. Coordinate security for special events when required.
12. Successfully attend and complete assigned training events and schools when required.

13. Respond to calls for service while on regular or call-out duty.
14. Available for ALL assigned duty hours. Includes summer and non-school day activities.
15. Respond to civil disasters such as hurricanes, tornadoes, fires, etc. (where Wills Point ISD personnel are required).
16. Perform thorough attendance and truancy investigations to include: case preparation, home visits, monitoring of daily attendance reports, partner with campus principals to ensure court compliance and diversion programs.
17. Prepare and present educational programs for students and staff as assigned.
18. Strictly adhere to the chain of command. Inform the Chief of Police of all conditions which affect the safety and security of students, staff, and District property. Strictly adhere to departmental policies and directives.
19. Perform any other task or duties as assigned.

Equipment Used:

District vehicles, lethal and less lethal weapons, firearms, handcuffs, alarm systems, security equipment, computers, typewriter, copier, photography, and other evidence collection and storage.

Working Conditions:

Maintain emotional control under stress; strenuous walking, standing, and climbing; 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; 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; and may be on call 24 hours a day.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Interested candidates can apply by filling out an online application at www.wpsid.com

For further information, please contact:

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