

**Killeen Independent School District  
Job Description**

**Job Title:** Police Officer  
**Reports To:** Chief of Police  
**FLSA Status:** Non-exempt

**SUMMARY:**

To provide a safe environment for students and patrons of the district by performing assigned duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Enforces all laws of the State of Texas that come to the attention of the police that occur within the jurisdiction of the Board of Trustees.

Investigates all criminal offenses that occur within the jurisdiction of the Board of Trustees, or against the district, identifies the perpetrator(s) when possible; and, if appropriate, arrests such perpetrator(s), files appropriate charges, and causes to be placed in jail person(s) the officer has probable cause to believe have committed an offense against the State of Texas, the district, or its employees and/or students while on the property under the control and jurisdiction of the Board of Trustees

Performs all the duties of a licensed peace officer enumerated in the Texas Code of Criminal Procedures Art. 2.12 and 37.081 of the Texas Education Code.

Assists in providing traffic control on contiguous streets at athletic events, school closings or openings, or at any other time deemed necessary by the district to ensure the safety and welfare of students, employees, and school district patrons.

Enforces subchapter C, D, E, and F of chapter 37 of the Texas Education Code.

Exercises discretion in dealing with faculty, students, and the public.

Provides police services at school or district-sponsored activities that occur off school property as authorized by VATS Education Code 37.081 or as deemed appropriate by the district's administration and the Board of Trustees.

Provides other law enforcement functions as deemed necessary by the district's administration, and the Board of Trustees, or the Chief of Police.

Performs such other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED) and two years related experience in law enforcement.

**OTHER QUALIFICATIONS:**

Must be willing to work extended hours, weekends and holidays as required. Must possess proficient Computer Skills, including experience using PC and laptop computers with Windows 7 and 10, and Microsoft Office.

**FIREARMS QUALIFICATIONS:**

Must be able to operate and qualify with a pistol, shotgun and (if required) rifle. Qualification is in accordance with TCOLE standards.

**LANGUAGE SKILLS:**

Ability to read, write and interpret documents such as policies, rules, law books, and procedure manuals. Ability to write essential reports and correspondence. Ability to speak effectively before members of the board of trustees, administrators, teachers, students, parents, law enforcement agencies, and general public.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to exercise discretion between ethnic and culture differences.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Texas Peace Officer's License and a valid Texas Driver's license.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess the physical strength and skills to restrain combatants and to apply accepted defensive tactics.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is required to operate a vehicle for extended periods. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must be able to do moderate lifting and carrying 15-44 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to successfully complete district approved police applicant physical agility test.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Revised Date: June 20, 2018**

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.