

KATY INDEPENDENT SCHOOL DISTRICT
P. O. Box 159 Katy, TX 77492

Date: 06-15-05

Title: Police – Officer I

Reports To: Director of Public Safety

Wage/Hour Status: Non-Exempt

Duty Days: 260 days

Pay Grade: T- 6

Deadline: until filled

Qualifications:

Must hold a valid Peace Officer License from the Texas Commission of Law Enforcement Officers Standards and Education

At least two years of law enforcement experience as commissioned peace officer or one year Katy ISD security guard experience.

Must be able to work day, evening, and night shifts with varied days off

Primary Purpose:

Possess skills, experience, and an interest in working directly within an educational environment. Understand the techniques and requirements of law enforcement and the specific requirements of meeting the needs of students. Genuine desire, ability, and sensitivity to work with children and adolescents; enforce the laws of the United States and the State of Texas where applicable; and serve as first line peace officer for the Katy Independent School District.

Major Duties and Responsibilities:

1. Enforce Board Policy CLA (Local) and other 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 working relationship with other law enforcement personnel serving the school community.
5. Conduct primary investigations of all criminal complaints originating on property owned or controlled by Katy ISD.
6. Prepare and file appropriate reports on all investigations.
7. Appear in court and/or hearing as a witness or complainant when needed.
8. Provide a general and consistent adult and law enforcement presence at critical locations in and around Katy ISD facilities.
9. Provide a random patrol of Katy ISD properties when not assigned to a specific location.
10. Coordinate security for special events.
11. Respond to calls for service while on regular or call-out duty.
12. Respond to civil disasters such as hurricanes, tornadoes, fires, etc. (where Katy ISD personnel are required).
13. Inform the Chief of Police of all conditions which affect the safety and security of students, staff, and District property.

Equipment Used:

District vehicles, firearms, handcuffs, alarm systems, security equipment, personal computer, typewriter, and copier.

Working Conditions:

Maintain emotional control under stress. Strenuous walking, standing, and climbing; ability to operate a motor vehicle; specific hearing and visual requirements; 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; on call 24 hours a day.



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

Approved: _____
Mona Benotti, Executive Director of Human Resources

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