



CONROE ISD Police Department

Safeguarding the future . . . TODAY!



NOW HIRING:

Police Officer – Full Time

- \$46,980 – 48,668 Annual Salary
- 7 Positions Available

Telecommunicator – Full Time

- \$33,366 – 34,565 Annual Salary
- Overtime Opportunities

Opportunities

Divisions:

- Bike Patrol
- Campus
- Patrol
- SWAT
- K-9
- Investigations
- Dispatch
- DARE Instructor
- Crisis Intervention
- Community Outreach

Compensation

Salary & Benefits:

- 17 Paid Days Off
- 12 Paid Holidays
- Comp Time Accrual
- Uniform Allowance
- Teachers Retirement System
- Overtime Opportunities
- Most Weekends Off
- Over 80% Work Dayshift

Growth

Training:

- Paid Training
- Average Over 100 Training Hours Annually
- Specialized Training
- Field Training Officer
- TCOLE Instructor/Subject Matter Expert

Please complete an online application at www.conroeisd.net/hr/recruiting

To learn more about CISD Police visit:



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JOB TITLE: Police Officer

PAY GRADE: POL - 4

REPORTS TO: Corporal of Police/Sergeant of Police/Chief of Police

DAYS: 261

DEPT. / SCHOOL: Police/Assigned Campus(es)

STATUS CODE: 7730

WAGE / HOUR STATUS: Nonexempt

DATE REVISED: 06/18/18

PRIMARY PURPOSE:

To protect the district's students, employees and properties. In tandem with the district's management team, police officers maintain an orderly and safe learning environment where teachers may teach and students have the opportunity to learn. Enforce municipal ordinance, county, state and federal laws. Works independently.

QUALIFICATIONS:

Education/Certification:

- High school diploma or GED
- Texas Peace Officer License issued by Texas Commission on Law Enforcement (TCOLE)
- Valid Texas driver's license

Special Knowledge/Skills:

- Meet the requirements to be bonded as required by Texas Education Code Section 37.081(h)
- Ability to pass required Basic Entry LEVEL test, psychological and polygraph tests, and drug screening
- Ability to work well with youth and adults
- Excellent oral and written communication

Experience:

- Have an acceptable driving record in accordance with the standards developed jointly by the Texas Education Agency and the Texas Department of Public Safety.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Patrol assigned campus (es) and routes walking or driving within district jurisdiction.
2. Respond to calls for service concerning crisis situations, accidents, and reports of crime.
3. Coordinate police services with school official, students, parents, and patrons.
4. Complete presentations to school officials, students, parents and patrons with regards to safe school and criminal justice issues.
5. Investigate all criminal offenses that occur within district's jurisdiction.
6. Collect and preserve evidence including witness statements and physical evidence.
7. Take custody of perpetrators, file appropriate charges, and ensure placement in jail or juvenile detention centers for law violations as necessary.
8. Write effective legal incident/offense reports.
9. Testify in court and administrative hearing as needed.
10. Work cooperatively with other police agencies to share information and provide other assistance.
11. Provide traffic control at athletic events, school closings or openings, or at any other time.
12. Provide protection to or escort district personnel as needed.



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13. Operate all equipment including firearms according to established safety procedures.
14. Compile, maintain, and file all reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.
15. Maintain confidentiality.
16. Regular attendance.
17. Other duties and responsibilities as assigned by the Chief of Police.

SUPERVISORY RESPONSIBILITIES:

None.

EQUIPMENT USED:

District vehicles, firearms, handcuffs, emergency responder communication’s radio, alarm systems, fire extinguishers, personal computer, typewriter, copier, and fax.

WORKING CONDITIONS:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Strenuous walking, standing, and climbing; lifting (able to lift 50-60lbs.); 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 all different areas of district at odd hours; on call 24 hours a day/7 days a week. Work all assignments as directed by the Chief of Police.

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.

Reviewed by _____ Date _____

Received by _____ Date _____



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