**Security Officer**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Chief of Police **Classification:** Auxiliary

**Dept/Campus:** Police Department **Paygrade:** Aux-2

**Wage/Hr Status:** Nonexempt **Revised:** June 2012

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Provide for the safety of students, faculty, staff, and the security of all district and campus property.

**QUALIFICATIONS:**

**Education/Certification:**

None

**Special Knowledge/Skills:**

General knowledge of directing traffic

Ability to follow instructions

Ability to deal with the public

Ability to write reports

**Experience:**

None required

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Protect the real and personal property of the District and maintain the safety of students, staff, and visitors.
2. Patrol assigned campuses and routes moving within district jurisdiction.
3. Preserve the peace; prevent unlawful acts, suppress disturbances and provide service, aid, relief, and information to students, personnel, and visitors.
4. Assist in the reduction of truancy.
5. Respond to all calls from campuses concerning crisis situations, accidents, and reports of crime.
6. Assist staff with after hour functions.
7. Cooperate and work with other governmental entities and law enforcement agencies in sharing information and assistance, consistent with TISD Board Policy and the Department manual.
8. Complete all necessary reports.
9. Testify in court as needed.
10. Help provide traffic control at athletic events, school openings/closings, or at any other time as needed.
11. Provide protection to escort district personnel as needed.
12. Operate equipment according to established safety procedures.

**EQUIPMENT USED:**

District vehicles, alarm system, fire extinguisher, and/or security equipment, two way radio, OC spray

**WORKING CONDITIONS:**

**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.**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Strenuous walking, standing and/or climbing; operation of a motor vehicle; directing traffic; control of sudden violent or extreme physical acts of others; rapid mental and muscular coordination simultaneously; may be subject to adverse and hazardous working conditions; including violent and armed confrontation; work outdoors in varying climate conditions; drive in all 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, duties and skills that may be required.

Employee Date

Supervisor Date