

GODDARD USD 265
CLASSIFIED JOB DESCRIPTION

POSITION: USD 265 Police Officer

RESPONSIBLE TO: USD 265 Chief of Police
USD 265 Police Captain

EVALUATED BY: USD 265 Chief of Police

TERMS OF EMPLOYMENT: Classified contract
12 months

PURPOSE OF POSITION: Follow procedures to insure the safety and security of all school district students, staff members, school grounds, property and buildings.

SUMMARY:

1. This is commissioned law enforcement work providing police protection at School District facilities.
2. Work involves enforcement of laws, rules, policies and regulations applying to the State of Kansas, School District, surrounding municipalities and units of government. Patrols assigned areas, exercises full law enforcement powers, conducts criminal investigations, collects evidence and prepares appropriate reports.

ESSENTIAL DUTIES:

1. Security of all district grounds, property, and buildings is a primary responsibility. All board of education property should be checked with consistency before, during and after regular school hours to insure safety for students and staff members.
2. Contact each school principal or his / her designee as needed to check on student, teacher, staff, parent or patron needs. Follow-up with appropriate building administrator regarding support given or information received concerning any special needs or requests.
3. Participate in the investigation of reports of crime, prepare appropriate reports, Conducts investigations and prepares pertinent documents to insure accurate reporting in accordance with uniform criminal reporting procedures.

4. Provide assistance to USD 265 administrators on issues involving other law enforcement agencies conducting criminal investigations involving USD 265.
5. Respond to school district fire and security alarm systems as directed by the Chief of Police.

OTHER DUTIES (Others may be assigned):

1. Participate in the implementation and instruction of the D.A.R.E. (Drug Abuse Resistance Education) program for fifth grade students.
2. Perform other duties as prescribed and directed by the Chief of Police and or the Superintendent of Schools.
3. A classified employee may be transferred at any time to any job which he/she is qualified to perform and when the transfer is deemed to be in the best interest of the district.

REQUIRED QUALIFICATIONS:

1. High School diploma or equivalent. Some college preferred, degree desirable, but not required.
2. Such experience and training as the Chief of Police and / or Superintendent of Schools may find appropriate and acceptable.
3. State of Kansas law enforcement certification.
4. Demonstrated aptitude and competence for assigned responsibilities.

ATTENDANCE REQUIREMENTS:

As required by the Chief of Police and / or Superintendent of Schools.

PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS:

1. Requirements may include, but are not limited to, prolonged sitting and / or standing, physical strength to move, lift, pull or push heavy objects up to and including the weight of a human being, to include heavy objects or materials. The flexibility and agility for bending, stooping and reaching.
2. Job may require some travel.
3. Must be able to work efficiently and with the ability to maintain poise and control under noisy, crowded and stressful situations and environments.
4. Will be required to work in any and all weather / temperature and lighting conditions.

PERFORMANCE STANDARDS / EVALUATION:

1. Must demonstrate support of district mission, goals and objectives.
2. Must meet all job standards in a time sensitive manner as determined by the Chief of Police and / or the Superintendent of Schools.
3. Must meet all district safety requirements.
4. A performance evaluation will be conducted according to district policy by the employee's supervisor or their designee.

Employee's Signature

_____/_____/_____
Date

USD #265 Police Chief's Signature

_____/_____/_____
Date