

EMPLOYEE NAME: _____

Revised: 1/08, 2/11, 10/12, 6/15; 3/18; 10/20

JOB DESCRIPTION

POSITION TITLE: Police Officer	JOB CODE: 490D
DIVISION: Operational Support	SALARY SCHEDULE: Police Officer
DEPARTMENT: CCSD Police Department	WORK DAYS: 218
REPORTS TO: Sergeant	PAY GRADE: NCPA
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides individual and property protection; controls campus of the school for safety and security purposes; monitors and controls school sites and parking; coordinates safety and security for all school activities and other activities.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Georgia POST certified and in good standing with POST requirements; successfully meets all requirements of an extensive background investigation and assessment, including driver's history and criminal history information; meets all training requirements and standards as established by the chief of police
3.	Experience Must be 21 years of age with prior Law Enforcement experience.
4.	Physical Activities: Capable of actions required in rigorous training required by the police academy and other required law enforcement training
5.	Knowledge, Skills, & Abilities: Written and oral communication; meets and maintains all standards of the CCSD Police Department to carry a service weapon. Must successfully pass the following entrance exams – polygraph, psychological, physical fitness agility, drug screening and medical; remain available for calls and assignments during emergencies, graduations, patrol operations, summer school activities, special events and all critical workdays

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists in developing and maintaining a campus program of safety and security within the guidelines of the board policies administrative regulations and the CCSD Police Department Policy and Procedures Manual.
3.	Assists in establishing and implementing traffic control within the school facility and on school campuses.
4.	Directs visitors on campus according to school and departmental policies.
5.	Protects campus from disturbances and criminal activity.
6.	Works with command staff in implementing and coordinating the district-wide safety and security program.
7.	Collaborates with the Cobb County Court system.
8.	Assists with extracurricular activities as assigned by the principal and/or chief of police or a supervisor.
9.	Reports all criminal and suspected criminal activity to the CCSD Police Department through report forms and procedures as directed by the chief of police and local school administration.
10.	Participates in stakeout and special patrol operations at selected sites as assigned by the chief of police or a supervisor.
11.	Responds to emergency situations including, but not limited to, reported crimes in progress, fire alarms and burglar alarms.
12.	Attends in-service training as mandated by the chief of police and meets all standards relating to said training activity.

13.	Counsels and refers students, when needed, to appropriate school officials.
14.	Works with teachers on class presentations as needed or when requested.
15.	Submits written departmental documents, including, but not limited to, incident reports, accident reports, investigative reports, administrative forms as directed by the chief of police.
16.	Investigates or assists with investigations of crimes occurring on Cobb County School District property.
17.	Testifies to criminal cases in court as required.
18.	Writes clear and concise reports.
19.	Works with students and staff members as deemed necessary through monitoring, questioning, and counseling.
20.	Reports for duty as directed by the chief of police or his/her designee; maintains fitness for duty.
21.	Adheres to laws governed by the United States, the State of Georgia, the County of Cobb, Department Policy and the Cobb County Board of Education Policy and Regulations.
22.	Performs other duties as assigned by appropriate supervisor.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____