

JOB DESCRIPTION

POSITION TITLE: Campus Police Officer, 21 st Century Community Learning Center Grant	JOB CODE: A831
DIVISION: Office of Deputy Superintendent	SALARY SCHEDULE: N/A
DEPARTMENT: Leadership & Learning	WORK DAYS: As needed
REPORTS TO: Program Director, 21 st Century Community Learning Center Grant	PAY GRADE: N/A
FLSA: Non-Exempt	PAY FREQUENCY: Varies based on primary job
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; meet all training requirements and standards as established by the Director, Department of Public Safety
3.	Experience: None; must be 21 years of age
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; meet and maintain all standards of the Department of Public Safety to carry a service weapon
6.	Additional: Must successfully pass the following entrance exams – polygraph, psychological, physical fitness agility, drug screening and medical; remain available for call 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 Department of Public Safety Policy and Procedure 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 the Director, Public Safety in implementing and coordinating the District-wide safety and security program.
7.	Serves as liaison between the police department and the Cobb County Court system.
8.	Assists with extracurricular activities as assigned by the principal and/or the Director, Public Safety or a supervisor.
9.	Reports all criminal and suspected criminal activity to the Department of Public Safety through report forms and procedures as directed by the Director, Public Safety and local school administration.
10.	Participates in stakeout and special patrol operations at selected sites as assigned by the Director, Public Safety or a supervisor.
11.	Responds to emergency situations including, but not limited to, reported crimes in progress, fire alarms and burglar alarms.

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ESSENTIAL DUTIES CONTINUED

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12.	Attends in-service training as mandated by the Director, Public Safety 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 Director, Public Safety.
16.	Investigates or assists with investigations 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 Director, Public Safety or his/her designee and maintain fitness for duty on a 24-hour per day basis.
21.	Adheres to laws governed by the Unites 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.

Note: Position will be funded through the Georgia Department of Education 21st Century Community Learning Center Grant and may be eliminated when the grant expires.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____