



**Job Title:** Public Safety Officer

**Exemption Status/Test:** Non-Exempt

**Reports to:** Director of Security & Telecommunications

**Date Revised:** October, 2015

**Dept. /School:** Security & Telecommunications

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**Primary Purpose:**

Support GISD Security Department operations by providing a public safety officer presence at random searches on campuses throughout the district. Act as a liaison between GISD and local police departments for designated criminal cases and contingent operations.

**Qualifications:**

**Education/Certification:**

High School Diploma, required

TCOLE Certification, required

Employment with the City of Rowlett, Sachse or Garland as a commissioned peace officer

**Special Knowledge/Skills:**

Knowledge of laws governing youth and schools in the State of Texas

Knowledge of the role of security in a school district

Knowledge of report writing as a part of security operations

Knowledge of student code of conduct

Provide valid Texas Class C driver license and prove insurability to operate district vehicles.

**Experience:**

Provide proof of eligibility for part-time work from the local police department

**Major Responsibilities and Duties:**

**Security and Telecommunications**

1. Support security operations by providing a presence at random searches for the safety of GISD administrators,
2. Provide liaison with director of security and telecommunications and local police departments during criminal investigations and other contingent operations.
3. Provide support by filling vacant security officer shifts as necessary.
4. Support campus security initiative by visiting campuses and fulfilling campus security officer role periodically.
5. Make recommendations for security operation improvements when deficiencies are notes.

**Policy, Reports, and Law**

6. Complete all reports necessary throughout shift as documentation for all designated events.
7. Comply with all laws when transmitting information via first responder radios.

## Supervisory Responsibilities

None.

## Mental Demands/Physical Demands/Environmental Factors

**Tools/Equipment Used:** Standard office equipment; personal computer and peripherals; telephone, cellular phone, copier/fax machine; calculator; school vehicle; radio communication equipment; safety equipment

**Posture:** Ability to stand and sit for prolonged periods of time; ability to climb a ladder, ability to kneel or crawl

**Motion:** Prolonged sitting and walking; twisting, reaching, pushing/pulling; overhead reaching

**Lifting:** Lifting up to 50 pounds (ladder weight) on a regular basis; light carrying under 20 pounds (tool bag) on a regular basis

**Environment:** Exposure to temperature extremes (hot or cold); exposure to humidity extremes; exposure to noise; exposure to low or intense illumination; exposure to vibration; exposure to biological hazards, exposure to chemical hazards; exposure to electrical hazards; work outside; prolonged exposure to sunlight; work on slippery or uneven surfaces; work alone; work prolonged or irregular hours

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions; climbing stairs, driving school vehicles; ability to exercise reasoning and problem-solving skills while under stress. Must demonstrate ability to communicate effectively (verbal and written).

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.