## 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.**
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<tr>
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<th>Task Description</th>
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<tr>
<td>13.</td>
<td>Counsels and refers students, when needed, to appropriate school officials.</td>
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<td>14.</td>
<td>Works with teachers on class presentations as needed or when requested.</td>
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<td>15.</td>
<td>Submits written departmental documents, including, but not limited to, incident reports, accident reports, investigative reports, administrative forms as directed by the chief of police.</td>
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<td>16.</td>
<td>Investigates or assists with investigations of crimes occurring on Cobb County School District property.</td>
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<td>17.</td>
<td>Testifies to criminal cases in court as required.</td>
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<td>18.</td>
<td>Writes clear and concise reports.</td>
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<td>19.</td>
<td>Works with students and staff members as deemed necessary through monitoring, questioning, and counseling.</td>
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<td>20.</td>
<td>Reports for duty as directed by the chief of police or his/her designee; maintains fitness for duty.</td>
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<td>21.</td>
<td>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.</td>
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<td>22.</td>
<td>Performs other duties as assigned by appropriate supervisor.</td>
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Signature of Employee __________________________________________ Date ____________________

Signature of Supervisor _________________________________________ Date ____________________