



**BAY DISTRICT SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES  
JOB DESCRIPTION**

**TITLE:** District Police Officer

**QUALIFICATIONS:**

1. High School Diploma or acceptable equivalent diploma
2. Certified law enforcement officer in the State of Florida in accordance with F.S.S. 943.13.
3. Computer literate with ability to use basic software programs and complete research
4. Ability to communicate clearly with all levels of administration, law enforcement, media, parents and students

**PHYSICAL REQUIREMENTS: Medium**

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

**REPORTS TO:** As assigned by Bay District Organizational Structure.

**SUPERVISES:** As assigned by Bay District Organizational Structure.

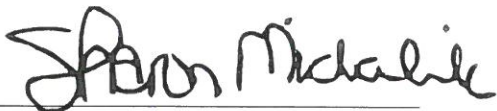
**PERFORMANCE RESPONSIBILITIES:**

1. Enforces Federal and State laws and Bay District School policies and procedures
2. Fosters a positive law enforcement relationship with students
3. Implements and evaluates District safety and security plans
4. Monitors safety and security deficiencies and makes recommendations for corrections
5. Assists District and School Safety Committees in reviewing and developing school and district safety plans
6. Coordinates and presents school safety training for both students and staff
7. Investigates possible cases of criminal offenses on School Board properties including the pursuit, apprehension and arrest of offenders
8. Responds to disasters, crisis events or emergencies involving Bay District Schools
9. Works collaboratively with law enforcement, fire services, EOC, health department, Red Cross, and other emergency service providers, and secures resources as needed
10. Performs other duties as assigned by the Superintendent

**TERMS OF EMPLOYMENT:**

1. Successful completion of State and Federal Background check is required for employment.
2. 10 months. Paygrade as established by the School Board in Current Salary Schedule.

**EVALUATION:** Performance evaluated annually in accordance with School Board Policy.



Reviewed by Dept. of Human Resources

Date: **APPROVED MAR 28 2017**  
Adopted by Bay District School Board

**Bay District Schools is an Equal Opportunity Employer**