

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Reserve Police Officer (Part-time Police Officer) **JOB CODE:** 9196

DEPARTMENT: Miami-Dade Schools Police Dept. **PAY GRADE:** IO **DATE:** 11/20/13

BASIC OBJECTIVES

This is highly responsible law enforcement work. Under general direction, is responsible for the protection of School Board property, staff, students, and any persons attending activities on M-DCPS property.

Employees in this class are engaged in various law enforcement activities, or serving in various capacities in specialized crime prevention, training, and/or investigative functions. Responsibilities include preparing reports, patrolling and physical plant protection, investigating crimes and alleged criminal activities, making arrests, and testifying in court.

JOB TASKS/RESPONSIBILITIES

The Reserve Police Officer is responsible to the Chief of Police of the Miami-Dade Schools Police Dept. (M-DSPD) for the performance of the following duties:

1. Prevents crime through daily operations including patrol, surveillance, investigation, emergency and routine response to prevent crimes against persons and property, and the disruption of the educational process.
2. Apprehends violators of State Statutes and County Ordinances concerning School Board related crimes.
3. Assists local law enforcement agencies when requested, in the apprehension of suspected law violators.
4. Conducts investigations, gathers evidence, obtains and interviews witnesses and makes arrests.
5. Prepares detailed reports and maintains necessary records for presentation in court or administrative hearings.
6. Assists school administrators as needed to prevent disruption of the educational process.

7. Plans and participates in proactive crime prevention activities at the school level.
8. Attends various training courses and reads materials pertinent to the law enforcement field to keep abreast of current developments.
9. Operates and maintains with care all equipment issued by the department and used in the performance of duty.
10. Performs related work as required or assigned by the Chief of Police M-DCPS or his/her designee.

PHYSICAL REQUIREMENTS

The work is performed indoors and outdoors and the worker is exposed to hazards associated with law enforcement duties: making physical arrests, controlling violent offenders, responding to emergency situations, and driving a police vehicle. Pass a physical agility test to determine the applicant's physical fitness/conditioning for law enforcement.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate (college degree preferred).
2. Graduation from a recognized police academy and be certified by the State of Florida, Criminal Justice Standards and Training Commission.
3. Ability to operate a computer and Computer Aid Dispatching (CAD) systems.
4. Submits to a thorough background investigation and submits to fingerprinting.
5. Ability to deal tactfully and effectively with others.
6. Possession of a valid Florida Driver's License.
6. Must be at least 21 years of age.