Job Title: Police Reserve Officer **Date Revised:** November 20, 2025

Reports to: Chief of Police
Dept. / School: Patrol/Campus Based

Primary Purpose:

Provides for the safety of all students, faculty, and staff and the security of all district and campus property and equipment and assists the Chief of Police in enforcing laws of the State of Texas, Uvalde County and the municipalities within the Uvalde Consolidated Independent School District.

Minimum Qualifications

Education and Certification Requirements:

- Texas-Licensed reserve or honorably retired peace officer
- Valid Texas Driver's License
- Candidate must have satisfactory outcome of fingerprinting background check

Special Knowledge, Skill and Abilities:

- General knowledge of criminal investigation, police report writing, and criminal laws
- Training and ability to subdue offenders, including use of firearms and handcuffs
- Ability to be bonded as required by Texas Education Code
- Ability to pass required physical, psychiatric, and drug tests
- Ability to work well with youth and adults
- Ability to work independently

Additional Information:
This position is unpaid, volunteer status as indicate in state law and model policies (Cleburne.net, co.mendocino.ca.us). Reservists serve strictly as volunteers without pay or stipend. No compensation will be provided, though officers may be permitted to work additional paid duty assignment elsewhere if program requirements are met. Reimbursement for incidental out-of-pocket expenses may be allowed following approved district policy (e.g., for travel or uniform upkeep).

Major Responsibilities and Duties:
(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)

- Supplement and support active duty force on an as needed basis.
- Each reservist must volunteer a minimum of 24 duty hours per calendar month, including patrol, training. School events, administrative support, etc.
- At least 4hours/month of required training is included in the 24-hour requirement. • Training includes firearms qualifications, school safety protocols, first aid, and district procedures.
- Submit a detailed monthly time log within the first 5 days of the following month.
- Patrols assigned routes walking or driving within district buildings and grounds to ensure a safe and secure environment.
- Reservists will supply their own firearms. Uniforms and items including duty belt and holster must also be provided by UCISD PD and are to be used only while on approved duty. All firearms and uniforms must be approved by the chief of police; no sand brown firearms

permitted.

- Performs all duties according to district policies, rules, and procedures. Must be conversant with the district's curriculum and instructional strategies and the specific ways in which the Police Department supports instruction.
- Recommends improvements in the design and application of the School Safety program, and other support programs related to the mission of the school and/or district.
- Enforces laws, including federal and state statutes, and district rules and regulations.
- Maintains liaison with federal, state, and local law enforcement agencies, including assistance in the serving of warrants on all facilities within jurisdictional boundaries.
- Inspects and secures doors, windows, lights, and gates when buildings are vacant.
- Responds and investigates any calls concerning security problems.
- Prepares offense and incident reports and ensures thoroughness of information contained in police reports.
- Coordinates with other administrators and law enforcement agencies in obtaining additional security help if needed for special events or school activities.
- Controls traffic and parking on district facilities.
- Gives directions or acts as a guide to authorized visitors.
- Develops and encourages positive morale of employees serving within the Police Department.
- Maintains awareness and support of guidelines concerning assignment in Board Policies, Administrative Regulations, and Administrator's Manual.
- Uses effective communication in dealing with students, faculty, staff, community, and governing board.
- Develops (as necessary), maintains, and uses appropriate information systems and records necessary for attainment of the Police Department mission and general school improvement effort.
- Promotes a positive image that supports the mission of the school district.
- Maintains high expectations, regard for staff and fellow officers, and expresses this perspective.
- Understands pupil management objectives related to the operational aspects of the district (security, food service, classroom facilities, etc.)
- Strives to improve leadership skills through self-initiated professional development activities.
- Uses information and insights gained in professional development programs.
- Participates actively in professional organizations and takes the initiative to provide leadership in addressing the challenges facing the profession.
- Conducts oneself professionally, and in an ethical manner, according to accepted community standards and in compliance with the TEA code of ethics.
- Articulates the school's mission to the community and solicits support to make that mission become a reality.
- Perform other duties as assigned, based on department needs
- Must complete designated district technology proficiencies each year
- Requires a basic knowledge of technology/computer skills
- Ability to use personal computer to access district programs, emails, and other resources
- Maintain a consistent professional demeanor and appearance
- Ensure compliance with the Texas Educator's Code of Ethics
- Daily attendance and punctuality at work are essential functions of the job

Supervisory Responsibilities:

N/A

Equipment Used:

- Vehicles, firearms, handcuffs, alarm systems, fire extinguishers, security equipment
- Office equipment – personal computer, printer, calculator, multi-line telephone, software programs and peripherals, copier, fax, and other equipment applicable to position

Mental Demands:

- Ability to read, concentrate, communicate (verbally and written), interpret, reason, understand verbal instructions, memorize, coordinate, compile, compute, Work with frequent interruptions and maintain emotional control under stress

Physical Demands:

- Frequent: Driving, standing, walking, climbing, bending, crouching, pushing, pulling, carrying, reaching above, lifting, lowering, hand-wrist and elbow motion.
- Physical exposure to cold, heat, dampness and noise.
- May be subject to adverse and hazardous working conditions including violent and armed confrontations. Knowledge of safety procedures in using equipment related to the position is required.
- Good vision, color discrimination, depth perception, hearing and reflexes are necessary.
- Ability to work well with others in close proximity is also required.
- Possible prolonged and irregular hours. Days off may vary

Environmental Factors:

- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise, low or intense illumination, vibration
- Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.), work outside, work around moving objects or vehicles, work on uneven surfaces, work alone, work prolonged or irregular hours

Nondiscrimination Statement:
The Uvalde CISD considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Print Employee Name:_____

Employee Signature: _____ **Date:** _____

Human Resources Signature: _____**Date:** _____