



Job Title: Police Service Coordinator

Department: Police
Reports To: Appointed Police Supervisor
Grade: TS-09
Number of Days: 195 Days
Security Access: All Tulsa Public Schools Facilities
Current Date: June 9, 2016
Overtime Status: Non-Exempt

Job Objectives: Security and Safety

Minimum Qualifications:

- Must be at least 21 years of age and a U.S. Citizen.
- Graduation from high school or GED equivalency.
- Possess a valid Oklahoma driver's license and have an acceptable driving record.
- Must pass a background investigation.
- Must not be a current user of controlled substances.
- No felony or other serious misdemeanor convictions.
- No domestic violence related convictions.
- Must be able to pass an MMPI test.
- Subject to post offer, pre-employment drug screen.
- Must be available any shift (Nights, weekends and holidays).
- CLEET certification preferred.

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Demonstrate an attitude and behavior that reflects the values and mission of the department and the school district.
- Enforce applicable state, local, federal laws and campus policies.
- Conduct foot and mobile patrols of the campus, facilities and vicinity.
- Respond to reports of criminal activity and accidents; write reports.
- Attend departmental training as requested or required.
- Maintain accurate activity log; write and submit comprehensive reports.
- Provide emergency assistance during natural or manmade emergencies, fires, accidents, and personal injuries.

- Orally communicate campus regulations, rules and policies to members of the campus community and others on campus.
- Coordinate, with dispatchers and other service coordinators, field activity via hand-held radio, and to receive information from such sources via hand-held radio.
- Work collaboratively with other service coordinators, staff, supervisors, and guests.
- Work overtime or off-duty hours, if needed.
- Meet and maintain all standards and requirements for physical agility, strength and conditioning, and firearms, as required.
- Meet and maintain attendance requirements.
- Maintain a professional appearance and demeanor at all times.
- Other duties as assigned by Supervisors and/or Chief of Police.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to think logically and act quickly, often under tense, uncertain or emergency situations, and render sound decisions in accordance with applicable laws, rules, regulations, and policies.
- Ability to relate to and effectively communicate with all socio-economic groups.
- Ability to diffuse situations where necessary and respond appropriately when force is needed.
- Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local laws.
- Effectively use and maintain proficiency with law enforcement tools and weapons, to include: firearms, OC spray, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment, to include police vehicles, radios, and video systems.
- Conduct a variety of criminal and special investigations.
- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Effectively interview victims, complainants, witnesses, and suspects.
- Accurately observe and remember names, faces, numbers, incidents, and places.
- Control violent individuals and affect arrests.
- Administer first aid.
- Prepare and timely submit clear and concise reports and routine correspondence.
- Maintain contact and preserve good relations with the public; courteously respond to requests and inquiries from the public.
- Work independently in the absence of supervision.
- Understand and carry out oral and written directions.
- Meet and maintain required peace officer employment standards.
- Meet and maintain departmental firearms qualifications standards.
- Meet the physical requirements necessary to safely and effectively perform assigned duties.
- Secure information from witnesses, victims, and suspects.

- Undertake and satisfactorily complete all required and assigned in-service training programs.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of duty.

Supervisory Responsibility:

- May be required to supervise security guards depending on assignment.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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- Work in a school environment with a diverse population.
- Extensive interaction with the public, specifically juveniles enrolled in the district.
- Interact with other agencies in a multijurisdictional environment.
- Deal with special needs students in a variety of situations.
- Shift work with fluctuating schedule as necessary to meet the needs of the department and the district.
- May be required to be in an "on call" status.

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