San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Police Officer	**Exemption Status:**	Non-Exempt
Reports to:	Chief of Police	**Pay Grade:**	08
Works with:	Students/Staff/Parents	**Days:**	226
Dept. /School:	Assigned Campus	**Date Revised:**	7/29/2020

Primary Purpose:

Patrols district property to protect all students, personnel and visitors from physical harm and to prevent property loss to the district due to theft or vandalism. Enforces all laws including municipal ordinances, county ordinances and state laws. Works independently.

Prerequisites:

- Certified Texas Peace Officer licensed by the Texas Commission of Law Enforcement (TCOLE);
- High School Diploma/ GED; and
- Valid Texas Driver's License.

Special Knowledge/Skills:

- General knowledge of criminal investigation, police report writing and criminal laws
- Trained in subduing offenders, including use of firearms and handcuffs
- Trained in Community Policing and Crime Prevention
- Bondable as required by Texas Education Code 36.081(h)
- Ability to maintain emotional control under stress
- Strong communication, public relations, organizational and interpersonal skills

Major Responsibilities and Duties:

1. Patrol assigned campus(es) and routes walking or driving within district jurisdiction.

2. Respond to all calls from campuses concerning crisis situations, accidents and reports of crime.

3. Investigate all criminal offenses that occur within the jurisdiction of the district.

4. Collect and preserve evidence for criminal investigations including witness statements and physical evidence.

5. Arrest perpetrators, file appropriate charges and ensure placement in jail or juvenile detention centers for law violations, as necessary.

6. Write effective legal incident reports.

7. Testify in court, as needed.

8. Work cooperatively with other police agencies to share information and provide other assistance.

9. Assist in providing traffic control at athletic events, school closings or openings or at any other time.

10. Provide protection or escort district personnel, as needed.

11. Operate all equipment including firearms according to established safety procedures.

12. Compile, maintain and file all reports, records and documents required including affidavits for arrests, incident reports and activity reports.

13. Make presentations, lectures or any other method needed to solve a problem or prevent a problem from assigned campus.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: District vehicles, firearms, handcuffs, uniforms, alarm systems, security equipment

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Strenuous walking, standing and climbing; ability to operate a motor vehicle

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; hazardous working conditions, including violent and armed confrontation. Work outdoors in varying climate conditions; drive in different areas of district; on call 24 hours a day.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____