

**SOUTH SAN ANTONIO ISD**  
**HUMAN RESOURCES**

**Certified Peace Officer**

Rev. 03/2021

**Reports To: Chief of Police**  
**Wage/Hour Status: Non-Exempt / \$19.95Hourly**  
**Pay Grade: 2 - Police Pay Plan**  
**Department: Police**  
**Terms of Employment: 240 Days**

**Primary Purpose:**

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

**Qualifications:**

**Education/Certification:**

- High school diploma or GED
- Texas Peace Officer License issued by Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)
- Valid Texas driver's license
- Candidate must have satisfactory outcome of fingerprinting background check. Nonrefundable fee (approximately \$50.00) paid by the employee

**Screening requirements:**

- Oral Board
- Physical ability course
- Background investigation

**Special Knowledge/Skills:**

- General knowledge of criminal investigation, police report writing, and criminal laws
- Training and ability to subdue offenders, including use of firearms and handcuffs
- Bonded as required by Texas Education Code §37.081(h)
- Ability to pass required physical, psychiatric, and drug tests
- Ability to work well with youth and adults

**Experience:**

- Background in law enforcement or related work experience

**Major Responsibilities and Duties:**

**Law Enforcement**

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 district's jurisdiction.
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.

**Consultation**

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

**Safety**

9. Help provide traffic control at athletic events, school closings or openings, or at any other time.
10. Provide protection to or escort district personnel as needed.
11. Operate all equipment including firearms according to established safety procedures.

**Administration**

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

**Supervisory Responsibilities:**

- None.

**Working Conditions: Mental Demands/Physical Demands/Environmental Factors:**

- **Tools/Equipment Used:** Ability to operate a District vehicle, firearm, handcuffs, security equipment, two-way radio, alarm system, and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals
- **Posture:** Prolonged sitting and standing
- **Motion:** Strenuous walking, standing, and climbing; frequent keyboarding/mouse, prolonged driving
- **Lifting:** Moderate lifting and carrying (15-44 pounds)
- **Environment:** Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather), moderate exposure to noise, frequent district wide travel; on call 24 hours a day.
- **Other:** Specific hearing and visual requirements; May be subject to adverse and hazardous working conditions including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously;
- **Mental Demands:** Maintain emotional control under stress; may work prolonged or irregular hours, drive in all different areas of district at odd hours; on call 24 hours a day. May be subject to work shift work, weekends, and holidays.

**The Superintendent reserves the right to waive any requirements for any qualified applicant. Not all applicants will be interviewed. Your resume, letter of interest, and other available information will be considered in the screening process.**

**“AN EQUAL OPPORTUNITY EMPLOYER”**

**It is the policy of South San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SSAISD's board policies DIA, FFH, and FFI**