



## **SOCORRO INDEPENDENT SCHOOL DISTRICT**

Department of Human Resources

### **JOB DESCRIPTION**

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**Job Title:** SISD Police Officer/Peace Officer

**Salary Block:** 602

**Reports To:** Chief of Police Services

**Terms of Employment:** 187-239 Days

**Exemption Status:** Non-Exempt

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**Primary Purpose:**

The primary purpose of this position is provide a safe learning environment by serving as a district peace officer.

**Qualifications:**

**Education/Certification/Requirements:**

- High school diploma/equivalent or higher, some college hours (preferred)
- Currently hold a valid Texas Commission on Law (TCOLE) peace officers license
- Must have a valid Texas Operators License, proof of liability insurance; and good driving record
- Must be a U.S. citizen
- Must be eligible to be bonded as required by Texas Education Code Section 37.08(h)
- Must be qualified with a duty weapon in accordance with TCOLE regulations

**Special Knowledge/Skills:**

- Must have good report writing and interview skills
- Demonstrate knowledge and abilities to make public presentations (preferred)
- Demonstrated ability to work well with both youth as well as adults

**Experience:**

- Experience in police patrol, police Traffic, traffic control, and experience with juvenile laws
- Experience in record keeping, specifically police records (preferred)
- Active law enforcement experience (preferred)

**Major Responsibilities and Duties:**

1. Enforces all rules, regulations, policies and laws of the Texas Education Code, the State of Texas, within the geographical boundaries of the Socorro Independent School District (the officers' jurisdiction shall include all property, real and personal, outside the boundaries of the District that is owned, leased, rented, or otherwise under the control of the Board).
2. Takes reasonable measures to ensure the safety of the District's students, staff or property while accompanying the District's athletic teams (police/peace officers shall have the authority to accompany athletic teams of the District to out of district games and activities).
3. Stays abreast of all current state, local and district laws and rules, which govern the proper administration of law enforcement.
4. Enforces daily routine procedures necessary for the safe protection of students, staff and property.

ADOPTED: 03-20-01

AMENDED: 05-10-01, 05-11-01, 02-22-02, 03-27-02, 04-26-02, 07-07-04, 08-16-05, 09-9-05, 09-14-05, 03-25-13, 03-05-14, 10-05-16, 10-23-17, 09-25-19, 5-19-2020

## **SISD Police Officer/Peace Officer**

5. Follows guidelines for procedures on weapon use and physical force found in the SISD Police Manual Section: "Use of Deadly Force".
6. Ensures necessary reports are submitted to the Chief of Police and District Administration in a timely manner.
7. Reports immediately any unusual circumstances or emergencies to the Police Sergeant and Chief of Police.
8. Informs the Police Sergeant and Chief of Police of any injuries or accidents involving students and district personnel (to include making report).
9. Patrols all school properties to detect unauthorized persons or vehicles, checks vehicles for parking authorization; determines if vehicles are parked in restricted areas, such as near fire hydrants or driveways; and checks exterior lighting and emergency access routes.
10. Conducts initial investigations of criminal acts occurring within the officer's jurisdiction and preserves and collects evidence as necessary; notifies the Sergeant if additional assistance is required.
11. Arrests adult offenders, as necessary, and processes them into the El Paso County Criminal Justice System.
12. Testifies in all judicial hearings and court proceedings as required.
13. Takes juvenile offenders into custody as necessary and processes them using appropriate guidelines promulgated by the Juvenile Probation Department and the County Attorney.
14. Cooperates and coordinates with school personnel, other law enforcement agencies, the judicial system, and emergency services agencies on matters involving the Socorro Independent School District.
15. Enforces employee and visitor driving and parking plans within officer jurisdiction to include issuing of traffic citations.
16. Cares for all property and equipment properly which is assigned or entrusted to the officer.
17. Maintains confidentiality of department and District matters.
18. Participates in a training program every 24 months that is approved by TCOLE and includes education and training in:
  - a. Civil rights, racial sensitivity, and cultural diversity, and
  - b. Recognition of cases that involves child abuse, child neglect, family violence and sexual assault.
19. Upholds and adheres to safety rules and policies of the SISD Safety Program.
20. Supports the goals and objectives of the School District and follows all District policies.
21. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption of district operations.
22. Performs any other duties assigned by Chief of Police Services, Police Sergeant, Assistant Superintendent and/or Superintendent to include being assigned to work on a campus as a School Resource Officer and/or as a K-9 Officer.
23. Provides optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.

### **Mental Demands/ Physical Demands/Environmental Factors:**

#### **Mental Demands:**

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress

#### **Physical Demands/Environmental Factors:**

Strenuous walking, standing, and/or climbing; ability to operate a motor vehicle; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously; may be subjected to adverse and hazardous working conditions; Work outdoors in varying climate conditions; drive in all different areas of district at odd hours; Be able to work three rotating shifts (day, evening and graveyard shifts) to include Saturday, Sunday and holidays.

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**SISD Police Officer/Peace Officer**

*This job description 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.*

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of board policy.

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Employee Name (please print)

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Signature

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Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief of Human Resources Officer: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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