



# City of San Saba

## Police Department



**DEPARTMENT:**  
Police Department

**JOB TITLE:**  
Police Officer

**SUPERVISOR:**  
Chief of Police

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### POSITION SUMMARY

The Police Officer performs a range of specialized duties focused on law enforcement, crime prevention, and public safety. Responsibilities include traffic enforcement, responding to service calls, and supporting the technical and administrative functions of the San Saba Police Department.

This is an entry-level position within the department. Employees in this role are distinguished by their developing responsibilities and increasing expertise in assigned areas. Guidance may be provided as needed, particularly when handling new or complex situations.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct routine patrols to maintain public order, enforce laws and ordinances, and ensure community safety.
  - Inspect buildings for security; respond to calls involving domestic disputes, civil complaints, motor vehicle accidents, thefts, and other incidents.
  - Interview suspects, victims, and witnesses.
  - Prepare clear, accurate, and detailed reports on arrests, incidents, and field activities.
  - Make arrests and maintain custody of suspects; process and book prisoners.
  - Serve warrants and assist with various law enforcement operations.
  - Manage traffic flow, assist during special events, and perform other duties as assigned.
  - Testify in court proceedings and serve as a subject matter witness when required.
  - Collaborate with local, state, and federal partners including the Sheriff's Office, Texas Department of Public Safety, State Game Wardens, Department of Emergency Management, Child Protective Services, FEMA, EMS, Fire Department, and other San Saba local government entities.
  - Maintain compliance with all Texas Commission on Law Enforcement (TCOLE) licensing requirements.
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## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Understanding of law enforcement methods, procedures, and techniques, including patrol, investigation, traffic control, and crime prevention.
- Knowledge of first aid, self-defense tactics, and public safety protocols.
- Familiarity with interviewing and interrogation procedures, and effective public relations strategies.
- Proficient in report writing and documentation.
- Skilled in the safe use and maintenance of firearms.
- Ability to interpret and apply laws, rules, regulations, and departmental policies.
- Capacity to analyze situations swiftly and respond with sound judgment in emergencies.
- Keen observational skills and strong memory retention of people, places, and incidents.
- Ability to identify and address potential criminal activity or traffic hazards proactively.
- Strong verbal and written communication skills.
- Ability to establish and maintain effective working relationships with the public, peers, and partner agencies.
- Committed to following all departmental safety procedures and physical requirements.

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## MINIMUM QUALIFICATIONS

### Education:

- High school diploma or GED required.
- Graduation from a certified Basic Peace Officer Academy.

### Training & Certification:

- Must hold a valid Texas Peace Officer License (TCOLE), or
- Be currently enrolled in an approved Basic Peace Officer Academy with expected graduation in the near future.
- Must meet all TCOLE and regulatory licensing requirements.
- Must pass a pre-employment drug screening.
- Must possess a valid Texas driver's license.

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## WORKING CONDITIONS

- Work is performed in both office settings and field environments, including high-stress, life-threatening, and emergency situations.
- Exposure to dangerous individuals, firearms, bodily fluids, noise, and natural disaster conditions is possible.
- Must be able to perform duties under physically and emotionally demanding conditions.

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## COMPENSATION AND BENEFITS

- Competitive salary starting at **\$55,655.00 annually**, commensurate with experience.
- Texas Municipal Retirement System (TMRS) participation.
- Medical insurance coverage.
- Paid vacation, sick leave, and holidays.