

## **Job purpose**

Police officers work in partnership with the community they serve to maintain law and order, protect members of the public and their property, prevent crime, reduce the fear of crime and improve the quality of life for all citizens. They use a wide range of technology to protect individuals, identify the perpetrators of crime and ensure successful prosecutions against those who break the law. Police officers work closely with members of the criminal justice system, social workers, schools, local businesses, housing authorities, town planners and community groups to provide advice, education and assistance to those who wish to reduce crime or have been affected by crime. Performs a variety of public safety work providing emergency aid, security and protection to the citizens.

## **Duties and responsibilities**

- Assigned to patrol entire city, in order to prevent crime and to enforce Federal, State and City laws.
- Observe, report and act upon conditions conducive to crime and danger such as checking buildings, assisting other officers, enforcing traffic, making arrests, transporting prisoners and investigating crime(s).
- Using own judgment, determines the nature of a call, investigates the circumstances and takes the necessary or prudent action.
- Provides assistance to the public in emergency and non-emergency situations; administers first aid and requests appropriate medical response; performs crisis intervention in sensitive situations and domestic disputes; educates the public on laws and ordinances; assists citizens with complaints and inquiries and directs them to the appropriate authority.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing persons, prowlers, abuse of drugs, etc; takes appropriate law enforcement action.
- Prepares a variety of written and oral reports.
- Investigates crimes, interviews witnesses, victims and suspects and provides feedback to the appropriate people concerning case status; collects and documents evidence.
- Appears in court and is available to testify in matters which the officer has knowledge of, whether it be criminal or civil.
- Maintains proficiency in the use of police related equipment including firearms.
- Prepares and maintains legible, concise and understandable record of activities.

- Performs special assignments related to investigations, crime prevention and traffic enforcement.
- Dress professionally

**Additional duties may be assigned by the supervisor**

**Qualifications**

- TCOLE Basic Certification
- Texas Drivers License
- successful completion of the basic licensing course;
- passing of the state licensing examination; and
- appointment by a law enforcement agency
- high school diploma; or equivalency certificate

**General Requirements:**

- never been convicted of any family violence offense;
- not prohibited by state or federal law from operating a motor vehicle;
- not prohibited by state or federal law from possessing firearms or ammunition;
- a U.S. citizen
- subject to a background investigation and has been interviewed prior to appointment by representatives of the appointing authority.

**EMPLOYMENT APPLICATION AND PERSONAL HISTORY STATEMENT MUST BE COMPLETED AND SUBMITTED IN ORDER TO BE CONSIDERED FOR THIS POSITION. RESUMES DO NOT QUALIFY.**