

Town of Trophy Club
Police Department

JOB DESCRIPTION

Position: Police Officer

Reports To: Patrol Sergeant

Non-Supervisory

Pay Grade: PD1

Non-Exempt

Job Summary: Uniformed patrol that enforces laws and Town Ordinances. This person is responsible for crime prevention and suppression, traffic law enforcement, protective patrol services, arbitration in neighborhood and family disputes, apprehension and arrest (or citation or warning) of criminal law violators and recovery of stolen property.

Minimum Requirements:

- High School Graduation or GED
- Basic Peace Officer Certification from the Texas Commission on Law Enforcement (TCOLE)
- Computer Experience including Microsoft Word/Excel Software
- Valid Texas Motor Vehicle Class C Operator's License

Major Duties and Requirements: Job duties and responsibilities are not intended to reflect all duties performed within the job.

- Perform routine police and traffic patrol duties, including responding to various disturbances, enforcing traffic laws, and issuing citations
- Perform initial stages of criminal investigations, including gathering evidence from crime scenes and interviewing witnesses, victims, and suspects
- Assist in crime prevention and suspect apprehension
- Transport prisoners as needed
- Coordinate with attorneys and other law enforcement agencies
- Prepare reports and completes necessary paper work
- Assist citizens with information regarding Town Services and answers citizens' questions
- Conduct security checks and responds to various residential and business alarms
- Assist Fire-EMS department as necessary
- Provide court testimony as needed
- Maintain uniforms, equipment and vehicles to project a professional image
- Acts as Field Training Officer, Community Service Liaison, Public Information Officer as needed
- Delivers Council Packets and emergency messages
- Other duties as assigned

Work Environment: Office, travel, and field with flexible work hours involving evenings, weekends, and holidays. Exposure from inclement weather to computer screens. Frequent phone and personal contact. Duties require walking, sitting, standing for prolonged periods; climbing, kneeling, stooping, crawling, running, lifting, pulling, and pushing. Need general manual dexterity, visual acuity, and well-maintained physical condition. Requires comprehensive knowledge of municipal police investigation and organization; technical and operating principles, practices, problems of law enforcement, crime prevention and tactical operations; complete familiarity with state and federal laws as well as Town Ordinances.

Essential and other important duties require maintaining physical condition necessary for adequate physical performance abilities including moderate and heavy lifting; bending stooping, kneeling, crawling, climbing; the use of fingers, both hands and both arms; the use of both legs; running, walking, standing or sitting for prolonged periods of time; may be required to take offensive and/or defensive action during physical confrontations; ability to discharge a firearm; the ability to operate motorized equipment and assigned vehicles; adequate speech, hearing and eyesight required; carry, push, pull, drag or hold moderate to heavy weight objects; visual acuity and ability to distinguish color, wearing and using proscribed safety gear and following all department safety regulations and policies. When not engaged in emergency operations, works under station and office conditions.

THE TOWN RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

Employee Signature

Date