

Peace Officer Position

Town of Ransom Canyon Police Department

Positions are available: Under general supervision of the Police Chief, enforces Federal, State and City Laws, rules, regulations, ordinances and codes, maintains a high visibility in the community to deter and prevent criminal activity, and educates the public in ways to protect themselves from criminal activity and/or prevent accidents and injuries.

******Already a licensed Peace Officer******

If you are not a currently licensed police officer, you do **not** meet our hiring requirements.

DUTIES, FUNCTIONS AND RESPOSIBILITIES Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Promotes positive public relations.
2. Receiving telephone calls and greeting the public with professional courtesy, attentiveness and concern.
3. Works varying hours and days to accommodate required overtime, shift work, and/or on-call schedules.
4. Conducts routine patrol of assigned City areas either by foot, police vehicle or bicycle.
5. Communicates with dispatcher, other agencies and officers by radio.
6. Responds to calls for service including the investigation of civil and criminal activity, citizen complaints, traffic accidents and domestic violence issues.
7. Mediates and/or negotiates conflicts and disagreements within the community.
8. Arrest, charges, and books violators of laws or individuals with outstanding warrants for their arrest.
9. Investigates all crimes assigned; questions witnesses, victims and suspects to determine factual material and provide evidence and leads.
10. Updates, regularly, his/her immediate supervisor about the progress of the investigation and request additional instruction when further progress appears impossible.
11. Presents testimony and evidence in Municipal, County, District and Federal Courts on traffic, civil, or criminal cases.
12. Assists with Police Department and City sponsored events including traffic and crowd control.
13. Advocates public awareness for crime prevention, neighborhood watch, and other citizen programs.
14. Completes reports, citations, documentation, and case files in a timely manner.
15. Enforces traffic laws.
16. Transports prisoners to County jail.
17. Organizing and implementing crime prevention programs.
18. Shooting a pistol, rifle and shotgun as mandated by the department and TCOLE policy.
19. Administers CPR and first aid in emergency situations.
20. Performs other duties as may be assigned or required.

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills and abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

1. Knowledge of Federal, State and City laws and regulations relating to all aspects of the performance of this position.
2. Ability to communicate effectively both orally and in writing.
3. Knowledge of police practices, methods, procedures, equipment, and services.
4. Knowledge of customer service and public relations methods and techniques.
5. Knowledge of computers and related equipment, hardware and software to prepare reports, maintain and research databases.
6. Knowledge of City Policies and procedures.
7. Skill in handling and defusing confrontations and/or hostile individuals.
8. Skill in responding appropriately in an emergency situation.
9. Skill in resolving customer complaints and concerns.

MINIMUM REQUIRMENTS

MINIMUM EDUCATIONAL, EXPERIENCE, AND CERTIFICATIONS.

- *Must have high school diploma or a GED.
- *Must be a United States citizen.
- *Must be a minimum of 21 years of age.
- *Must be a TCOLE Peace Officer License in good standing
- *Must meet and maintain all regulatory requirements for Texas Police Officer License.
- *Must pass a pre-employment background investigation, drug screening, oral interview, psychological test and physical exam.
- *Must possess State of Texas Driver License at the time of employment.

ENVIROMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS

- *Work is performed in municipal police department office and field environments.
- *May be subjected to repetitive motion such as typing, data entry and vision to monitor.
- *May be subjected to extended periods of standing, walking, driving, bending, reaching, crawling, climbing, kneeling and lifting when responding to emergency situations, accident scenes or other investigations.
- *May be exposed to extreme weather conditions, hostile environments, hazardous chemicals and fumes, body fluids, infectious diseases, air and waterborne pathogens.
- *Must be able to restrain hostile and/or combative individuals.
- *Must be able to lift and carry up to 100 pounds and to pull, push, or drag over 150 pounds.
- *Must have 20/20 vision with or without corrective lenses.

Salary and Benefits

- * Starting salary is \$33,600 annually.
- * TMRS Retirement – 6% with a 1.5 to 1 match
- * Employee Health Insurance – 100% provided by the City
- * 10 Observed Holidays per year
- * Starting 80 hours of leave time per year
- * All uniforms and equipment provided by the City
- * Take home vehicle

It is the policy of the Town of Ransom Canyon to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, or any other characteristic protected by federal, state or local law.

Applications, Personal History Statements and full job descriptions may be picked up at the Police Department located at 24 Lee Kitchens Drive Ransom Canyon, TX 79366, Monday –Friday from 8:00 am to 4:30 pm, requested by email at police@sptc.net or contact us at (806)786-8513. This position is open until filled.