

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 works in partnership with the community 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.

Minimum Requirements:

- High School Graduation or GED
- Basic Peace Officer Certification from the Texas Commission on Law Enforcement (TCOLE)
- Valid Texas Motor Vehicle Class C Operator's License
- Must successfully pass a written examination and physical agility test
- Must successfully pass a background investigation
- Must be able to pass post-offer physical, psychological and drug test

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

- Patrols assigned geographical area and enforces Federal and State laws and local ordinances.
- Respond to general public and victim calls to include traffic hazards, home alarms, animal complaints, and felony and misdemeanor incidents.
- Performs initial stages of criminal investigations, including gathering evidence from crime scenes and interviewing witnesses, victims and suspects.
- Prepare reports and completes necessary paper work
- Assist in crime prevention and suspect apprehension
- Transport prisoners as needed
- Coordinate with attorneys and other law enforcement agencies
- 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
- 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. 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