



# KARNES CITY POLICE

The City of Karnes City is accepting applications for qualified police officers to join our team and our community.

## **Description:**

Police Officers are assigned to a full-time job that works 12-hour shifts on a “Panama” schedule. This is a highly responsible professional position that performs specialized work in law enforcement.

## **Minimum Qualifications:**

- Applicant must be 21 years of age
- Applicant must hold a valid Texas Driver’s license
- Must have a High School Diploma or G.E.D.
- Good driving record
- Able to perform in a small-town environment
- Must be TCOLE Basic certified (Intermediate Preferred)

## **The Police Officer's essential duties include but are not limited to the following:**

- Observe, detect, and apprehend violators of the law
- Evaluate solutions, and or identify alternative solutions
- Respond to emergency calls and take appropriate action
- Work involves responsibility for the rapid and efficient performance of law enforcement, which includes duties under normal and emergency conditions
- Job duty may involve threats to personal safety and/or life
- Patrol assigned areas to prevent and detect criminal activities normally operating a city vehicle
- Investigate traffic accidents
- Assist Animal Control when called upon
- Assist surrounding agencies when necessary and when called upon
- Maintain and clean assigned patrol vehicles and workspaces
- Handle the preliminary investigation, and preliminary documentation, of calls for police services, crime prevention, duties that by their nature require the actions of a Police Officer, and any and all assignments that may be given by a commanding Officer
- Conduct traffic enforcement in compliance with Department policy and procedure, and in accordance with the Texas Transportation Code
- Prepare activity reports, document investigative actions, interviews, interrogations, subpoena procurement, and written statements
- Complete affidavits for the evidentiary warrant and arrest warrants
- Evidence collection, identification, location, and apprehension of perpetrator and property recovery
- Participate in all scheduled and assigned training classes
- Communicate among assigned personnel, upper management, other city employees, and the public as necessary by the position
- Allow for self-availability to work all shifts

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211 East Calvert Street ★ Karnes City, Texas 78118

830-780-2300 ★ FAX 830-780-2391

[www.cityofkctx.com](http://www.cityofkctx.com)

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- Perform other job-related duties consistent with assigned responsibilities
- May perform other assignments and handle special projects as required

## **Knowledge, Skills, and Abilities:**

- Ability to analyze and define problems
- Maintain an acceptable level of self-initiated activity
- Skilled in law enforcement techniques and methods
- Conduct investigations and determine appropriate action regarding incidents
- Estimate consequences of proposed actions
- Make sound judgments
- Ability to work in a variety of conditions
- Complete detailed and accurate reports
- Communicate effectively both verbally and in writing with a variety of people, and understand written and verbal instructions
- Skill to think clearly and use independent judgment in routine and non-routine situations which may occur
- Perform effectively with little supervision
- Facility to establish and maintain working relationships with employees and management
- Good physical condition and the ability to perform job functions
- Ability to provide good customer service under normal and extreme circumstances
- Maintain regular and punctual attendance
- Skills to use Microsoft Word, Excel, and custom records management software

Candidates must be of good moral character and successfully complete a thorough background investigation including an oral interview, a physical, and a psychological exam.

## **Applications are available:**

### In-person or mail:

Karnes City Police Department  
211 East Calvert Street  
Karnes City, Texas 78118  
(830) 780-2300

### Online:

Request by sending email to [kcpd@cityofkctx.com](mailto:kcpd@cityofkctx.com)

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