

# City of Thorndale Police Department

## POLICE OFFICER – **APPLY NOW**



City of Thorndale  
County of Milam  
State of Texas

105 N. Main St.  
Thorndale, Texas 76577  
Office (512) 898-2822

### **GENERAL PURPOSE**

The purpose of this position is to uphold and enforce City, County, State and Federal Laws. This is accomplished by attending to patrol duties; performing investigative work; preparing and attending to court duties; acquiring mandatory police training; maintaining all City equipment; and performing other duties as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform patrol duties by maintaining a visible presence in the City in radio-equipped vehicle; responding to calls for the protection of life and property; conducting both preliminary and follow-up investigations of various offenses and criminal incidents; issuing citations, written warnings; making arrests and filing charges; preparing written case reports; working with residents to promote community awareness; performing other duties as assigned.
- Perform investigative work by interviewing victims, complainants, and witnesses; interrogating suspects; processing crime scenes; gathering and preserving evidence; making arrests and filing charges.
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Respond to calls related to traffic incidents and any traffic emergencies; observe, monitor, and control routing and unusual traffic conditions; assist and advise motorist and enforce traffic safety laws by stopping motorists who are operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations/make arrest when necessary.
- Search, fingerprint, transport and book prisoners into the Milam County Jail.
- Prepare and complete investigative reports of arrests made, activities performed, and unusual incidents observed.
- Attend to court duties by testifying in court on prepared cases; serving as bailiff when needed, assisting with logging in jurors, maintain peace in the court room.
- Checking the physical security of buildings/residents, maintaining contact with citizens regarding potential law enforcement problems and preserving good relationships with the community/general public.

- Assist with the planning and execution of community events throughout the year.
- Acquire mandatory police training and education by obtaining required 40hrs per TCOLE cycle; obtain additional training.
- Maintain assigned City Equipment by performing preventive maintenance, fueling, washing of the patrol vehicle; accounting for location and working integrity of equipment, and notifying the Chief/Supervisor when equipment is inoperable.
- Any other assigned tasks, duties or responsibilities as assigned by the Chief or Supervisor.
- An officer needs to be withing 30 response time from the city by vehicle.

## **NECESSAY KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances and department rules and violations.
- Skilled in the operation of the tools and equipment utilized by the department such as police car, police radio, cellular phone, radar gun, handgun patrol rifle and other weapons. Knowledge of computers which are utilized in not just the office, but patrol vehicles.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the general public; Ability to exercise sound judgement in evaluating situations and in making decisions; Ability to follow and give verbal and written instructions.

## **MINIMUM REQUIREMENTS**

- Valid Texas Driver's License
- Basic TCOLE Peace Officer License (With current mandated training)
- Live within 30-minute response time.
- Pass psychological exam
- Pass background (drug test, physical... etc.)

## **BENEFITS**

- TMRS – Retirement
- 13 Paid Holidays
- City furnishes uniforms, vests

The City of Thorndale reserves the right to wave any or all of the above listed requirements according to experience in certain job fields t hat are similar to those of this job. POSTING WILL CLOSE UPON SUITABLE APPLICANT.