

Police Officer

City of Morgan's Point

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 a 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 motorists and enforce traffic safety laws by stopping motorists who are operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations/ make arrests when necessary.
- Search, fingerprint, transport, and book prisoners into La Porte Municipal Jail.
- Prepare 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.
- Promote the functions of community policing by checking the physical security of buildings/residences, 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 fueling and washing patrol vehicle; performing preventative maintenance on vehicle; accounting for location of equipment; assessing the working integrity of equipment; notifying supervisor upon inoperability of any equipment.
- Any other assigned tasks, duties or responsibilities as assigned by the Sergeant or Chief of Police.

WORKING CONDITIONS

Incumbent may be exposed to all types of working conditions, but not limited to the following:

Incumbents must be able to see and hear in the normal range with or without correction and have the ability to read printed material the size of typewritten characters and communicate verbally and in written form and must be able to be understood. Incumbents must be physically and mentally able to efficiently perform the duties of the position with or without reasonable accommodation, without hazard to themselves or others. This includes, but not limited to Lifting, Carrying, Pushing/Pulling, Reaching, Handling, Fine Dexterity, Kneeling, Crouching, Crawling, Bending, Twisting, Climbing, and Balancing, Incumbent may be exposed to certain environmental conditions such as Respiratory Hazards, Extreme Temperatures, Noise and Vibration, Wetness/Humidity, Physical Hazards. Mechanical Hazards, Chemical Hazards, Electrical Hazards, Fire Hazards, Explosives, Communicable Diseases, Physical Danger, or Abuse. Incumbent may also experience Non-Physical demands such as Time Pressure, Emergency Situation, Frequent Change of Tasks, Performing Multiple Tasks Simultaneously, Working Closely with Others as Part of a Team, Tedious or Exacting Work, Noisy/Distracting Environment. Incumbent will be required to work rotating shifts that consist of day/night shifts. The shifts shall include but not limited to weekdays/weekends and holidays.

Necessary 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 telephone, radar gun, handgun and other weapons as required. Knowledge of computers use.
- 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 judgment in evaluating situations and in making decisions; Ability to follow and give verbal and written instructions.

Minimum Requirements

- Basic TCOLE Peace Officer's License
- Valid Texas Class C Driver's

Salary Range: \$70,550 - \$95,450 a year; dependent on qualifications.

Email application & resume to City Secretary, Megan Mayes, at mmayes@morganspoint-tx.com

Approved:
Chief of Police