

**CITY OF GRANITE SHOALS POLICE DEPARTMENT – JOB OPENING  
POLICE PATROL OFFICER**

**APPLICATIONS CAN BE LOCATED ON THE CITY WEBSITE: [www.GraniteShoals.org](http://www.GraniteShoals.org)**



Hello, I'm Gary Boshears and I'm the Chief of Police for the City of Granite Shoals. We are looking for a qualified individual to join our team here in the beautiful Texas Hill Country. I want to take time to tell you about our team, city, and department to help you decide if we would be a good fit for you. This would be a lot for me to type and you to read. Instead, I would invite you to follow the link below and watch a video where I will tell you, in my words, what we are about here at the Granite Shoals Police Department. After watching this video, please continue reading for a few more details about the position including the requisite human resources language.

[https://www.youtube.com/watch?v=BC\\_OScZkOU](https://www.youtube.com/watch?v=BC_OScZkOU)

At the time of producing this video, we were not aware that there was an option to apply online as well as a paper application but there is! Rather than editing the video, we are just going to direct you to this online application:

<https://www.graniteshoals.org/city-services/human-resources/job-application>

This application takes the place of the paper city application mentioned in the video.

If you have questions about this position, please contact me directly at [gab.police@graniteshoals.org](mailto:gab.police@graniteshoals.org) or Captain Chris Decker at [cmd.police@graniteshoals.org](mailto:cmd.police@graniteshoals.org)

We look forward to an opportunity to speak with you.

Regards,

Gary A. Boshears, M. P. A., LCC

Chief of Police

Here's the stuff you're interested in, also known as the benefits:

- Pay is \$23.00 / Hr (\$54,740 annually) to \$25.00 / Hr (\$59,500 annually), DOQ.
- Monthly Certification Pay: \$50 Intermediate, \$100 Advanced, \$200 Master.
- TMRS Retirement 5% with 2:1 city match, vested after 5 years.
- Employee health insurance provided at 100%.
- Take home vehicle program available based on residency.
- 12 Paid Holidays Per Year.
- 2 weeks paid vacation per year. Vacation time increases with longevity.
- Department issued: handgun (Glock 17), uniforms, body armor, Taser 7, Axon Body Cameras.
- Modern Fleet Vehicles with MDCs, Axon Fleet Cameras, and all equipment provided.

Here is the Human Resources Information on the position:

Police Officer Position: Open Until Filled

Wage: \$23.00 to \$25.00/Hour DOQ

**Duties:**

Performs routine patrol duties, including responding to calls, enforcing traffic laws, communicating with citizens, arresting suspects, and preparing reports.

**Job Requirements, Education, Training, Experience:**

High school graduation or GED equivalent. One year of police experience, preferred. Basic certification from the Texas Commission on Law Enforcement (TCOLE); and valid Texas driver's license.

This is a full-time position with benefits. Applicants may find the city job application at [www.graniteshoals.org](http://www.graniteshoals.org). After the Chief of Police determines a short list of applicants, these applicants will interview and will complete the law-enforcement position application, TCOLE PHS (41 pages).

Here is the Job Description:

Police Officer

City of Granite Shoals

**Job Description**

Department: Police	Class No.: 215
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Reports To: Police Sergeant	Pay Group: 17
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EEOC Category: Protective Service Worker	FLSA Status: Nonexempt
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**APPLICANT/EMPLOYEE NOTICE:**

This is a general description of the essential job functions for this position. The description provided is not necessarily inclusive of all essential functions, and does not include all duties, responsibilities, and obligations of an employee in this position. Duties, responsibilities, obligations, and functions of one's job can and will, as necessary, change as required by business necessity. The City of Granite Shoals employees will be evaluated in their job performance based on all aspects and functions of their position, whether or not specifically identified in this job description.

**Summary**

Performs routine patrol duties, including responding to calls, enforcing traffic laws, communicating with citizens, arresting suspects, and preparing reports.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Patrols city, including responding to service calls, enforcing state mandated laws and city ordinances, and issuing citations;
- Performs traffic duties, including enforcing traffic laws, investigating accidents, and directing

traffic;

- Communicates with the public regarding service calls, complaints, and requests for information;
- Monitors and operates communications equipment;
- Makes arrests of suspects;
- Prepares activity and arrest reports;
- Testifies in court as needed;
- Secures crime scenes and may assist in conducting crime scene investigations, including taking photographs and fingerprints;
- Participates in job-related training.

Performs such other duties as may be assigned.

Supervisory Responsibilities:

This is a non-supervisory position.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school graduation or its equivalent. One year of police experience, preferred.

Knowledge of State Statutes, city ordinances, and criminal law; department policies and procedures; standard office practices and procedures; community policing theory and application; and first aid procedures.

Skill/Ability:

To Read manuals and interpret policies and procedures; write letters, memos, and instructions; evaluate emergency and other situations and make sound decisions; operate a police vehicle in emergency or high-speed situations; safely and effectively operate a firearm; operate other police-issued law enforcement equipment, including baton, handcuffs, radar unit, and cameras; perform basic mathematical calculations; communicate effectively, both orally and in writing; establish and maintain effective working relationships with other law enforcement and government officials, co-workers, and the general public; and operate a computer using standard word processing and spreadsheet software.

Certificates, Licenses, Registrations:

Basic certification from the Texas Commission on Law Enforcement Officer Standards and Education (TCOLE); and valid Texas driver's license.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential duties of this job, the employee regularly is required to sit at a desk or in a vehicle, and frequently is required to stand and walk on various types of surfaces. The employee constantly is required to reach with hands and arms, bend and kneel, and talk and hear. The employee

must be able to use hands and fingers to write and/or type tickets and reports into computer and to use a weapon. The employee frequently must lift and/or move objects weighing up to 25 pounds, such as stacks of records or equipment and materials, and occasionally must lift and/or move objects weighing 100 pounds or more with or without the assistance of another officer. The employee must be able to see clearly, with or without vision correction, in close situations, at a distance, and peripherally, and be able to recognize colors and adjust focus. The employee may be called upon to perform acts of intense physical exertion during emergency situations.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential duties of this job, the employee regularly is exposed to emergency situations in which there is the possibility of danger or physical injury. The employee frequently must work closely with others as part of a team, and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee is subject to working irregular schedules and overtime on an as-needed basis. The employee occasionally must work under time pressures to meet deadlines and must perform multiple tasks simultaneously (such as safely operating a vehicle, observing situations outside the vehicle, and operating the two-way radio). The employee constantly must present a positive attitude as a role model in the community. The noise level in the work environment is usually moderate, but may be noisy and distracting.

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APPLY ONLINE AT <https://www.graniteshoals.org/city-services/human-resources/job-application>

You have to mail them back per the instructions on the application.

The City of Granite Shoals

Attention:

Elaine Simpson, TRMC / MMC  
City Secretary & Human Resources Manager  
2221 N. Phillips Ranch Road  
Granite Shoals, TX 78654  
Phone: 830-598-2424 ext. 701