



**NIXON POLICE DEPARTMENT**  
**106 WEST THIRD STREET**  
**NIXON, TEXAS 78140**  
**(830) 582-1395**  
**FAX (830) 582-1341**



## **JOB DESCRIPTION**

**POSITION:** Patrol Officer  
**REPORTS TO:** Patrol Sergeant  
**DEPARTMENT:** Police Department

**STATUS:** Non-Exempt/Non-Supervisory  
**PAY GRADE:** PD1  
**PAY:** Contingent on experience

### **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, and improve the quality of life for all citizens. The City of Nixon Police Department is a Community Policing Agency with a standard of Proactive Policing.

### **MAJOR DUTIES AND REQUIREMENTS:**

The list below is some of the functions, required abilities, skills, and minimum requirements for the position.

- Patrols respond to general public calls to include felony and misdemeanor complaints, traffic violations, traffic hazards, alarms, animal complaints, disturbances, etc.
- Performs initial stages of criminal investigations, including gathering evidence, photographing, taking statements, making arrests as needed, making notifications, and briefing Chain of Command on situation.
- Prepare reports and complete necessary paperwork.
- Assist in crime prevention and suspect apprehension.
- Transport prisoners as needed.
- Assist citizens and visitors with information
- Conduct security checks on businesses and residences upon request.
- Assist Fire and EMS on calls for service.
- Provide court testimony as needed.
- Maintain a professional appearance.
- Other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND FUNCTIONS:**

- Ability to learn and apply comprehensive knowledge of municipal police investigations and organization; familiarity with City Ordinances, and familiarity with State laws.
- Ability to qualify and maintain proficiency with firearms.
- Ability to comply and apply all department safety regulations and policies.
- Ability to operate assigned vehicle safely.

- Ability to maintain good physical condition for adequate physical performance- abilities include moderate to heavy lifting; bending, stooping, crawling, kneeling, climbing, running, walking long distances, standing or sitting for extended periods of time.
- Ability to take offensive or defensive actions during physical confrontations.

**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 background investigation
- Must be able to pass post-offer physical, psychological and drug test
- Must not have a Class B or higher conviction

**WORK ENVIRONMENT:**

- Schedule is completed on the "Panama" schedule. 12-hour shifts with every other weekend off.
- Exposure to inclement weather, to include but not limited to extreme heat, extreme cold, heavy rain, lightning, hail, snow, ice, and flooding.

**EQUIPMENT PROVIDED:**

- Assigned patrol vehicle.
- New in-car laptop with printer.
- CopSync reporting system and integrated citation writing.
- Stop sticks
- New in-car camera system and integrated body camera with wireless automatic download
- All uniforms
- Ballistic vest
- Radio
- Taser and/or BolaWrap device

The City of Nixon is an Equal Opportunity Employer. For more information and to apply, please download application from [www.nixon.texas.gov](http://www.nixon.texas.gov) and download the following forms and complete from TCOLE:

Personal History Statement  
Release of Information Form

Please return these with your application to [nixonpdchief@nixon.texas.gov](mailto:nixonpdchief@nixon.texas.gov)