



JASON L. FARRIS
CHIEF OF POLICE

Pelican Bay Police Department

1300 Pelican Circle, Pelican Bay, Texas, 76020
817-444-1234-City Hall
817-270-4309-Main
817-444-8125-Fax



AD ALTIORA TENDO

JOB OPPORTUNITY ANNOUNCEMENT RESERVE POLICE OFFICERS

OPEN DATE: 04/16/2021

CLOSING DATE: Open Until Filled

SALARY: Unpaid

MINIMUM REQUIREMENTS:

- Must be at least 21 years of age or older
- Must have a valid Texas driver's license
- Must be a United States Citizen by birth or naturalization
- Must have a high school diploma or equivalent
- **Must be TCOLE certified as a basic peace officer prior to employment or be within one month of certification**

SPECIAL REQUIREMENTS:

- Must not be currently on probation/parole for any criminal offense
- Must be willing to undergo an extensive background process
- Must submit to and pass a pre-employment drug screening, physical assessment, and psychological test
- **Must be able to commit to AT LEAST two 10 hour shifts every month.**

ESSENTIAL FUNCTIONS:

- Responds to radio calls for all types of police services
- Takes proper police action at scene of crime, administers first aid, gathers evidence, locates witnesses, and makes arrests; appears in court to present evidence and testify against persons accused of crimes
- Patrols assigned geographic area to identify and deter criminal activity, aids citizens needing assistance, and arrests violators of the laws
- Ascertains validity of information of information or secures evidence for the arrest of persons alleged to have committed a crime;
- Interviews suspects, prisoners, complainants, and witnesses; takes information or secures evidence for the arrest of persons alleged to have committed a crime;
- Issues citations and investigates traffic accidents.



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- Testifies in legal proceedings.
- Conducts investigations of criminal offenses, missing persons, and all public safety incidents.
- Intervenes and mediates in crisis situations and all types of disputes
- Instructs citizens, businesses, school, and civic organizations about methods and techniques that may help prevent citizens from becoming victims of crime.
- Develops and implements community-based policing strategies and programs.
- Executes misdemeanor and felony warrants of arrest.
- May serve as Court Bailiff for Municipal Court.
- Assists fellow officers acting in the course of their duties.
- Performs all other related duties as assigned.

REQUIRED SKILLS AND ABILITIES:

SKILLS

- Basic computer knowledge and experience using Microsoft Office or a similar word processing program, as well as e-mail and the internet.
- Comprehensive understanding of firearms and ability to safely complete firearm qualifications
- Advanced driving skills and ability to safely maneuver a vehicle under stressful conditions

ABILITIES

- **Ability to be punctual and attend work regularly. Must be dedicated to law enforcement as a profession and to this department.**
- Ability to accept responsibility and account for his/her actions
- Ability to follow instructions, safety practices and standard operating procedures in performing assigned tasks.
- Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type
- Ability to perform work accurately and thoroughly
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to use thinking and reasoning to solve a problem.



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- **Ability to make critical decisions while following established procedures with little direction**
- Ability to demonstrate conduct conforming to a set of values and accepted standards
- **Ability to be truthful and be a credible in the workplace, as well as your personal life.**
- **Ability to work with others as a team and willingness to assist coworkers when needed.**
- Ability to overcome violent resistance and apprehend and arrest law violators.

ABOUT THE DEPARTMENT

The City of Pelican Bay is a small community within a community, currently incorporating approximately 1 square mile of homes and businesses. However, we are growing exponentially with each passing year! We are located northwest of Fort Worth and are situated along the northern border of Eagle Mountain Lake.

Working for a small department will naturally come with a unique range of difficulties to overcome but can also provide unique opportunities to learn and experience things that you might not see in a larger municipality. At this department, we work as a team to ensure the safety of all citizens and their property. We continue to develop new ways to reach out to and build relationships with our community.

We are dedicated to providing our citizens with superior service through quality personnel. If you believe you are up for the challenge and want to dedicate yourself to a career in law enforcement, **please send a current resume to Corporal K. Wilson at kwilson@cityofpelicanbay.com. You can expect an email response verifying that your resume was received. Please be attentive to any further emails or phone calls you may receive regarding the hiring process.**