



## Police Officer

Department: Police Department  
Division: Police  
Supervisor: Chief of Police  
FLSA Status: Non-Exempt

PD  
\$45,760.00 - \$50,502.00 Annually  
\$22.00 - \$24.28 Hourly  
Yearly Longevity Pay  
Certification/Education Pay Available

### JOB SUMMARY

This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property.

### MAJOR DUTIES

- Patrols the city to detect and deter criminal activity and traffic violations and to provide assistance as needed; monitors commercial and residential areas for signs of criminal activity.
- Enforces traffic and parking laws through the issuance of citations and warnings; inspects roadways, bridges, and traffic signal and signs to identify and report hazardous conditions.
- Performs business and residential security checks; checks doors, windows, gates and fences; reports unsecured property.
- Responds to calls relayed by communications officers, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service requests, stranded motorists, and others.
- Conducts preliminary investigations into traffic accidents and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.
- Apprehends, arrests, and processes offenders, including fugitives; subpoenas witnesses.
- Maintains traffic control through observation and use of speed detection devices; tests and detains drivers suspected of DUI; issues traffic citations; participates in the department's selective enforcement details.
- Provides traffic direction as needed for parades, funerals, and sporting events.
- Provides assistance and backup support to other officers and emergency service providers as necessary.

- Testifies in judicial proceedings as necessary.
- Completes all required reports and forms, including accident and incident reports.
- Inspects and maintains assigned patrol car, uniform, and equipment.
- Prepares criminal and search warrants, complaints, and affidavits; serves criminal and court-related paperwork.
- Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, town ordinances, and department policies and procedures.
- Knowledge of traffic accident investigation techniques and procedures.
- Knowledge of the geography and streets of the city.
- Knowledge of the court system and judicial procedures.
- Skill in the use of a computer.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in operating radios and communications equipment.
- Skill in operating radar equipment.
- Skill in restraining persons without causing physical harm.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Police Sergeant assigns work in terms of very general instructions. Work is reviewed for compliance with instructions and established procedures and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include state and federal laws, traffic laws, city ordinances, court rulings, constitutional guidelines, training manuals, and department policies and procedures. These guidelines require judgment, selection and interpretation in application.

#### COMPLEXITY / SCOPE OF WORK

- The work consists of varied law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work.

- The purpose of this position is to protect life and property and enforce federal, state, and local laws. Successful performance contributes to the detection and deterrence of crime and to the protection of life and property.

## CONTACTS

- Contacts are typically with co-workers, other city employees, other emergency service providers, court system personnel, attorneys, judges, medical personnel, law enforcement officers from other agencies, and the general public.
- Contacts are typically to give or exchange information, provide services, interview persons, and resolve problems.

## PHYSICAL DEMANDS / WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and often utilizes the sense of smell.
- Strenuous physical exertion may sometimes be required.
- The work is typically performed in an office and outdoors, occasionally in inclement weather. The employee may be exposed to dust, dirt, grease, machinery with moving parts, and contagious or infectious diseases. The work requires the use of specialized law enforcement equipment.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Successful completion of a certified police academy. Prior experience and/or training of one to two years preferred but not required.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Texas Commission on Law Enforcement.
- Possession of a TCOLE Basic Peace Officer Certification.
- Minimum of 21 years of age on date of employment.

## ACKNOWLEDGMENT

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As evidence by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Kenedy. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what to expect of me, I will notify management immediately to interpret these duties and expectations.

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Employee Signature

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Date

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Employee Printed Name