

HORIZON CITY

Incorporated 1988

****JOB POSTING****

Job Title: Police Officer (Recurring)
Department: Public Safety-Police
Classification: Non-Exempt
Job Type: Full-time

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

GENERAL SUMMARY

Under general supervision, the Police Officer reports directly to the Sergeant, Lieutenant, Assistant Chief of Police, or Chief of Police. Under general supervision, enforces state, county, and city ordinances. Maintains order, prevents crime, makes arrests, initiates report, and performs other related duties as assigned.

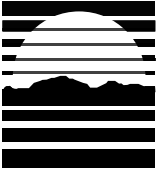
SUPERVISION

General supervision is provided by the Sergeant.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(including but not limited to)*

1. Provides police services to the community as required; responds to calls for service from police dispatcher and self-initiated activity; is assigned to a police area and patrols in a marked police car, bike patrol, or on foot; enforces traffic and parking regulations via use of a radar unit and personal observation.
2. Is responsible for checking businesses, residential areas, and other premises and is alert for criminal activity, fires, safety hazards, and other disturbances; investigates suspicious circumstances and conducts primary investigations of attempted or committed crimes.
3. Initiates the proper reports on investigations of crimes; interviews complainants and witnesses; interrogates suspects and makes arrests and searches; advises subjects of their constitutional rights; conducts searches of prisoners under arrest; obtains warrants and magistrates warning; transports prisoners to the County Jail for processing and booking.
4. Investigates traffic accidents; provides first aid to the injured; protects the accident scene; documents incidents and files the proper reports; issues citations when appropriate; summons emergency responders; and clears the accident scene.
5. Under general supervision, prepares misdemeanor and felony cases for presentation to the District and County Attorney's Office; testifies in Federal Court, District Court, County Court, Municipal Court, and Justice of the Peace court; performs evidence collection, marking, and storage for court presentation.
6. Ability to enforce the law with firmness, tact and impartiality and to establish and maintain effective working relationships with fellow workers and the general public.
7. Ability to interpret policies, procedures and regulations concerning law enforcement; knowledge and ability to enforce state laws and city ordinances.
8. Ability to initiate, record, and document criminal incidents, complaints, and civil matters as reported; must possess excellent interpersonal and communication skills.
9. Ability to exercise good judgment in evaluating situations and making decisions; ability to keep records and initiate reports.
10. Ability to follow oral and written instructions; ability to observe situations analytically and objectively, and to record them clearly and completely; ability to react quickly and calmly in emergencies; ability to express oneself clearly and concisely, orally and in writing.
11. Skill in the safe operation of a motor vehicle, to include high pursuits, night driving, and able to safely maneuver over road hazards, guide wires, desert driving, and heavy freeway congestion; skill and ability in the proper use and care of firearms; ability to operate desk-top/vehicle computers, telephone, fax machine, mobile and hand-held radios, radar, and video recording equipment.
12. Performs other duties as assigned by Assistant Chief of Police, Sergeant, Lieutenant, or Chief of Police.

"An Equal Employment Opportunity Employer"



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MINIMUM JOB REQUIREMENTS

EDUCATION AND EXPERIENCE
High School Diploma or GED.

LICENSES AND CERTIFICATES

- May possess a Peace Officer License from the Texas Commission on Law Enforcement (TCOLE).
- Must have the ability to graduate from a Police Academy and successfully pass a background check to obtain a Peace Officer License from TCOLE.
- All out of state peace officers must obtain and maintain a commission through the Texas Commission Law Enforcement by the time of appointment.
- Texas Class “C” License or equivalent from another state by time of appointment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.
- Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions, and measurement.
- Ability to write reports, correspondence, and citations.
- Must have the ability to establish and maintain an effective working relationship with the public and all City Departments. Must have above average communication skills, oral and written.

Other Job Characteristics

- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Subject to being called at any time for emergency duties.
- Requires shift work.
- Occasional vigorous physical demands common to duties of a Police Officer.

The full and completed minimum requirements and employment application can be found on this website at <https://horizoncity.org>.

To apply please complete the Horizon City Application for Employment found in the following website link: <https://www.horizoncity.org/human-resources/> or <https://horizoncitypd.com/careers> and email the completed Horizon City Application for Employment to: jcrespo@horizoncity.org.