

POLICE OFFICER

Department: POLICE

FLSA Status: Non-Exempt

Job Summary: Assigned to varying assignments within the department. Shall enforce laws of the United States, the State of Texas, and ordinances of the City of Giddings as well as preserve the public peace.

Supervision Received: Work is performed under the general direction of the Police Sergeant.

Supervision Exercised: None.

Essential Job Functions:

1. Responsible for the appropriate enforcement of laws and ordinances, preservation of life, and preservation of public peace.
2. Investigates crimes.
3. Protects lives, property, and individual rights.
4. Provides general police service to the public where appropriate.
5. Prevents and detects crimes.
6. Apprehends offenders.
7. Exercises authority within the guidelines of his authority.
8. Coordinates and directs work efforts with the departmental goals and objectives in mind.
9. Responds to all assignments in an expeditious manner within departmental policy.
10. Completes accurate details of reports, incidents, arrests, accidents, and all other calls related to his duty.
11. Accurately records all evidence and property coming into his custody and fills out chain of custody paperwork accordingly.
12. Conducts himself in a manner consistent with high ethical standards.
13. Performs other related police duties as assigned by proper authority.
14. Subject to on-call status after normal working hours for assistance with calls and should have a response time of no more than 30 minutes.

Other Job Functions:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.

Minimum Qualifications:

Knowledge, skills, and abilities required:

Knowledge in local, state, and federal government practices and procedures and applicable state and federal laws and regulations.

Skill to establish and maintain professional and effective relationships with external publics/vendors, internal management, non-management employees, city and other government officials.

Skill to communicate effectively, both verbally and in writing.

Ability to effectively communicate technical information to varying audiences; coordinate multiple tasks and deadlines.

Ability to organize data.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively with the public.

Ability to multi-task.

Ability to manage stress level in emergency situations.

Qualifying Education and Experience:

High school diploma or GED.

Must hold a valid TCOLE License.

Valid Texas Class C Driver's License with acceptable record.

Interested applicants should complete a City of Giddings Application and Personal History Statement which can be found at our website – www.giddings.net, under the employment tab. Please return to hr@giddings.net or to City of Giddings, 118 E. Richmond St., Giddings, TX 78942