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# CITY OF JERSEY VILLAGE, TEXAS

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16501 Jersey Drive



Jersey Village, Texas 77040

## JOB POSTING Police Officer

**CLASS TITLE:** Police Officer  
**DEPARTMENT:** Police Services

**DATE POSTED:** 11/08/2010  
**FLSA STATUS:** FT, Non-exempt

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**JOB SUMMARY:** Under the supervision of the Police Chief and Sergeants, the police officer will be responsible for the enforcement of the laws of the State of Texas and the City of Jersey Village, and to protect the lives and property of the citizens. The officer will respond to citizens' calls for assistance, seek to observe and apprehend criminal offenders, traffic violators, and prevent criminal activity and civil disorders, and performs other duties as assigned.

### ESSENTIAL JOB FUNCTIONS:

- Makes preliminary investigations on cases ranging from civil to criminal activities as well as vehicle accidents with varying degrees of severity.
- Writes technical reports including details and observations of accidents or crime scenes; citations; reports on all types of incidents requiring police intervention; clear sentence structure and accurate spelling required for documents that may be used in court.
- On call twenty-four (24) hours a day and may be required to testify in a court of law.
- Read and understand law books, legal decisions; city laws and ordinances; map information; memorandums and instructions; department policies and procedures, schedules, case reports, criminal activity information sheets, driver's licenses, and general correspondence.
- Keep abreast of changing statutes, laws, and ordinances in order to effectively perform duties.
- Assign, reassign, or detail to other divisions, duties, shifts, or responsibilities as directed by the Chief of Police or other persons of authority.
- Periodically serve on department boards when appointed.
- Knowledgeable about patrol areas, special orders related to patrol areas, and have a thorough knowledge of rules and regulations.
- Deal with irate, hysterical, aggressive and abusive individuals; make attempts to verbally calm them; explain laws, legal procedures, and legal rights and processes to victims, suspects, witnesses, and the public; communicate with other officers, District Attorney's Office, court officials, and other law enforcement agencies.
- Report hazards that endanger public safety.

### PHYSICAL REQUIREMENTS:

**SITTING:** To drive the patrol car; work at desk; possibly relieve dispatcher; attend meetings; perform other miscellaneous office tasks; appear in court.

**WALKING/RUNNING:** Frequently: on concrete or in tall grass, mud and water; occasionally: on all types of surfaces and terrain, including rough terrain, rock or uneven ground, or areas presenting obstacles such as alleys with garbage or debris.

**LIFTING/CARRYING:** Frequently: light objects including firearms and recovered property. Occasionally: 50-100 pounds or over 100 pounds to move victims at the scene of an accident or to

assist elderly or disabled persons who have fallen in their homes or elsewhere; 50-100 pounds for recovered property, such as televisions.

**HANDLING:** To restrain suspects; use firearms, files, radio or equipment; recover property.

**FINE DEXTERITY:** To write reports; handle firearms; use radar equipment, siren controls, spotlights; dust for fingerprints.

**VISION:** To observe suspects; drive patrol and unmarked vehicles. Visual discrimination required to distinguish and identify suspect's clothing, features, and license plates; need good night vision and color perception.

**HEARING/TALKING:** To communicate with other officers, suspects, victims, witnesses, District Attorney, Court Officers, and the general public.

**FOOT CONTROLS:** To drive patrol and unmarked vehicles.

**STANDING:** To talk to suspects; question witnesses at a crime scene; give citations; provide testimony; possibly serve as court bailiff.

**PUSHING/PULLING:** To move vehicles off the road; pull victims from accident scene; push open doors or windows; move obstacles; open gate to maintenance facility to fuel vehicle.

**REACHING:** Varying distances to open or crawl through windows; at times to reach into vehicles to assist accident victims, to obtain equipment; check inventory in vehicle, reach shotgun in vehicle.

**KNEELING/CROUCHING/CRAWLING/TWISTING/BENDING:** The nature of police work is such that all types of body positions are assumed to varying degrees; depending on the shift worked and the nature of the calls, the officer may be required to assume positions of kneeling, crouching, crawling, bending or twisting in order to:

- Chase and apprehend a suspect in a narrow, small, or cramped space
- Handcuff or restrain a suspect who is attempting to flee, particularly a suspect who has to be brought to the ground and searched
- Maneuver around, through, or under various kinds of obstacles
- Assist an elderly or disabled person from the floor onto a bed or chair
- Assist at the scene of an accident
- Extract an accident victim from a vehicle
- Move vehicles or assist stranded motorists

**CLIMBING/BALANCING:** To go up on roofs; climb stairs in apartment complexes or other buildings; climb ladders to apprehend a suspect or assist in rescue; jump or climb over fences or other obstacles in a chase.

**REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE:** Must be licensed by the Texas commission on Law Enforcement Officer Standards and Education (T.C.L.E.O.S.E.) and maintain current T.C.L.E.O.S.E. license. Must possess a valid Texas Drivers License.

**EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:** Minimum of two (2) years full time patrol experience. Exceptions can be made for applicants with extensive "Reserve Officer" experience. Applicants must also be mentally and physically fit to discharge the duties of a police officer and pass all required entrance examinations. Must be able to read and write effectively. Exceptional ability to deal effectively and courteously with people; ability to act quickly and calmly in emergencies; skill in use of firearms; good appearance; good judgment; ability to remember details and keep powers of observation; aptitude for and interest in policy work. Emotional stability and firmness; and foster an image of professionalism.

**SALARY INFORMATION:** DOE/DOQ.

**APPLICATION DEADLINE:** Open until filled. Applications required. E-mail applications to [hr@ci.jersey-village.tx.us](mailto:hr@ci.jersey-village.tx.us) or fax to (713) 466-2171. Physical address: City of Jersey Village, Human Resources, 16327 Lakeview Dr., Jersey Village, Texas 77040, (713) 466-2142.

**EQUAL OPPORTUNITY EMPLOYER**