



## **Police Officer-Part Time**

**CITY OF PRAIRIE VIEW** -Job Posting

*March 2017*

City of Prairie View is seeking part-time Commissioned Police officers to work 32 hours a week at \$18.00 an hour. These officers will work Under the general supervision of the Police Sergeant, provide essential services to foster a safe community through crime reduction and deterrence including enforcement of laws, protection of life and property, preservation of peace, apprehension of criminals and investigation of traffic accidents. This is a 24/7 operation and candidates must be available to work any shift.

A routine course of action to be followed is generally clear-cut and specific in accordance with established Police Department policies; however, the ability to make independent decisions and act quickly in emergencies is required. Requires contact with the public in situations that require the use of tact, diplomacy and good judgment. Maintain a good attitude.

### **100% - ESSENTIAL JOB FUNCTIONS**

Duties include, but are not limited to:

- Duty will be assigned according to needs of the Department upon successful completion of Field Training Program.
- Patrol a designated area deter crime, detect violations of the law, and respond to radio dispatched calls.
- Enforce moving traffic and related ordinances, apprehend violators, issue citations and make arrests.
- Make preliminary investigations to assist in solving crimes against persons and property; gather information, follow up on leads, uncover evidence and gather information and interrogate witnesses; may maintain surveillance of suspects

- and perform other basic duties to assist Investigators.
- Make investigations of traffic accidents; assume charge at traffic sites, secure emergency medical aid for injured persons, may administer first aid, direct traffic, and see that site is cleared and safe for traffic.
  - Prepare and submit written reports of patrol activities, investigative activities, and traffic investigations.
  - Notify command staff promptly of a need for supervisory intervention and/or major and high-profile incidents.
  - Communicate effectively via police radio, telephone, and in person, with co-workers and all others, including persons of diverse backgrounds and in altered emotional and psychological states.
  - Testify completely and accurately in administrative, civil and criminal proceedings.
  - Take enforcement action as a peace officer when appropriate, including firearms qualification and use, and meet all other physical requirements of a police officer.
  - Make moral and ethical decisions that conform to law and other applicable regulations.
  - Exercise proper judgment when dealing with emergency situations.
  - Communicate courteously with the general public and answer questions that may arise about services provided.
  - Convey a positive professional image by action, communication, and appearance.
  - Regular, reliable and punctual attendance is an essential function of the job.
  - Contribute to team effort by performing other related duties as assigned.
  - Meet all daily requirements as set out by the Department.

#### Experience

- Prior law enforcement experience is a must.

#### Training

- Meet all Texas Commission of Law Enforcement (TCOLE) requirements, including personal continuing education requirements.
- Maintain firearms qualification and use.

- Proficiently use computers and related software

### **Disclaimer**

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time. The City of Prairie View is committed to compliance of the American Disabilities Act & Amendments Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact City Hall (936) 857-3711

**If Interested You must complete the City of Prairie View Application, (2) release forms, and the complete TCOLE Application. These can be located on the City website: [www.prairieviewtexas.gov](http://www.prairieviewtexas.gov)**

For More Information Call: (936) 857-3521

Ask directly for Chief Anthony Solomon and/or Sgt. Christopher Garrett.