



Jefferson Police Department

106 North Alley Street
Jefferson, Texas 75657
Phone 903-665-2432 FAX (903) 665-6575



Job Posting

Accepting Applications for: Patrol Officer

Duties of Patrol Officer

- Work on rotating shifts performing security patrols, traffic control, accident investigation and first aid care, detection, investigation, and arrest of persons involved in crimes or misconduct;
- Work an assigned shift, using own judgment in deciding course of action to be taken at a scene, and being expected to handle difficult and emergency situations without immediate assistance;
- Maintain normal availability by radio or telephone for consultation on major emergencies or incidents;
- Carry out duties in conformance with Federal, State, County, and City laws and ordinances;
- Patrol City streets, parks, commercial, and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations;
- Perform community care-taking functions;
- Respond to emergency radio calls and investigate traffic crashes, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children/persons, prowlers, abuse of drugs, etc. and to take appropriate law enforcement action.
- Interrogate suspects, witnesses and drivers. Preserve evidence. Arrest violators. Render assistance at crash scenes. Summon ambulances and other law enforcement assistance. Take measurements and draw diagrams of scenes;
- Conduct follow up investigations of crimes committed. Seek out and question victims, witnesses and suspects.
- Develop leads and seek out information. Search scenes of crimes for evidence for analysis and evaluation.
- Prepare cases for giving testimony and testify in court proceedings. Prepare a variety of reports and records including reports of investigations, Offense reports, alcohol influence reports, vehicle impoundment forms, and other law enforcement reports and forms;
- Undertake community-oriented police work, and assist citizens with such matters as crime prevention, drug abuse education, traffic safety, and other related functions;
- Coordinate activities with other officers or other City departments as needed, exchange information with officers in other law enforcement agencies;
- Maintain contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities.
- Possess good communication and public relations skills in everyday activities;
- Any additional duties as assigned by the Chief of Police.



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PERIPHERAL DUTIES

- Maintain departmental equipment, supplies and facilities

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; is occasionally exposed to wet and/or humid conditions, extreme cold, extreme heat, and vibration. May encounter violent and or mentally impaired persons. Must deal with victims that have been abused, assaulted, injured or that are deceased. Is subjected to obscene and abusive language. Must testify in Court. Must interview suspects, victims, and witnesses in law enforcement investigations. Position also requires that you work shift work. There are no set schedules for this position. Applicant must remain flexible regarding scheduling, and may be subject to be called in to work on days off.

HIRING PROCESS

Those who meet the requirements may be considered for employment with the Jefferson Police Department upon successful completion of the following:

- Complete TCOLE Hiring Requirements
- Pre-employment Drug/Medical Assessment
- Applicant interview(s)
- Background Investigation
- All medical/psychological certifications as required
- Oral Board Review/City Council Meeting

SALARY:

\$44,000 Starting Yearly Salary.



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Requirements

- U. S. Citizenship
- High School Graduate or its equivalency
- Must have successfully completed a recognized Texas Police Academy
- Must currently hold or be near to obtaining a Texas Peace Officer License and have good standing with TCOLE
- Honorable discharge from military service or selective service registration if applicable
- Must possess 20/20 vision in each eye to include corrected vision, uncorrected vision cannot exceed 20/40 in each eye.
- Must pass a background investigation, pre-employment examination, and investigation of local, state and federal records as required.
- Not currently under indictment for any criminal offense
- Have not been convicted (or placed on community supervision/probation) of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years, or for any Class C misdemeanor involving the duties and responsibilities of a police officer
- Never have been convicted of any family violence offense
- Driver's license required and must not be prohibited by state or federal law from operating a motor vehicle
- Not prohibited by state or federal law from possessing firearms or ammunition
- Must not have had a license, issued by TCOLE, previously revoked

A job application can be obtained from the Jefferson Police Department at 106 N. Alley in Jefferson, Texas. Resumes or other information may accompany applications but is not required. For more information please call: 903-665-2432

Completed applications may be delivered in person or mailed to:

Attention: Chief of Police
Florentino Perez
106 N. Alley,
Jefferson, TX 75657.