



# Police Officer

Annual: \$61,555 - \$75,705

## **Job Summary:**

Under general supervision, performs standard police work in the protection of life and property through the enforcement of laws and ordinances, generally consisting of routine patrol, preliminary investigations and traffic regulation duties.

## **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Patrols assigned areas and provides security and crime prevention, looking for unusual or suspicious activities or persons, identifying and addressing repetitive problems or crimes; provides scene security and protection for Fire and Medical personnel.
- Patrols the City to respond to citizens' requests for assistance, enforce traffic regulations, detect crime, apprehend violators, and ensure public safety; maintains vehicle and equipment according to Department standards.
- Enforces local, state and Federal laws, and Municipal Code.
- Responds to emergency and non-emergency calls for service; interrogates and communicates with victims, witnesses and suspects in cases.
- Completes detailed reports and required paperwork.
- Arrests law violators; transports and processes suspects, victims and prisoners; serves arrest and search warrants; serves and enforces orders of protection.
- Represents the City Police at court hearings; prepares reports and testifies in court cases.
- Investigates crimes and accidents as required; secures and processes crime and accident scenes; identifies and collects evidence.
- Presents education and information through community and school awareness projects, counsel citizens on law enforcement activities, programs and referral resources.
- Assists other Police personnel, outside organizations and businesses, and Federal, state, and local law enforcement organizations.
- Participates in problem-oriented policing efforts by identifying problem areas, recommending, and implementing solutions, and monitoring the results.
- Maintains the integrity, professionalism, philosophies, attitudes, and values of the Police Department by assuring that all rules and regulations are followed.
- Participates in ongoing training to enhance law enforcement skills including firearms proficiency, defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.
- Performs other police and public safety duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

- High school graduation or equivalent
- Texas Class C Driver's License

### **DESIRED SKILLS:**

- Interpreting laws and regulations, making independent decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Exercising controlled discretion in communicating with criminal suspects and mediating difficult situations.
- Gathering and evaluating facts and evidence, drawing logical conclusions and making proper recommendations.
- Using and maintaining a variety of firearms and special law enforcement equipment.
- Operating motor vehicles during emergency, high-risk situations.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Operating a personal computer and software applications.
- Following and effectively communicating verbal and written instructions.
- Preparing comprehensive professional reports and accurately completing paperwork.
- Operate a motor vehicle safely.
- Ability to sit, stand, walk long distances, kneel, crouch, stoop, and squat.
- Ability to lift 50 pounds.
- Exposure to cold, heat, outdoor hazards, chemical hazards and infectious diseases.

### **TO APPLY:**

Download employment applications online at

<http://www.ennistx.gov/departments/HumanResources/jobs>.

Submit the completed application to Human Resources at 107 N. Sherman, Ennis, TX 75119. Completed applications may be e-mailed to

[humanresources@ennistx.gov](mailto:humanresources@ennistx.gov) or faxed to (972) 875-2301.

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