

***Job Title:*** ***Police Officer***  
**Department:** Police  
**Pay Grade:** PD02  
**Pay Range:** \$61,892 - \$91,181  
**FLSA Status:** Full Time  
**EEO4 Function:** Protective Service Workers

### **GENERAL PURPOSE**

Proactively and professionally provide essential services aimed at criminal deterrence and enforcement to foster a safe and vibrant community. Protect life and property and preserve the peace through enforcement of the law, apprehension of criminals and problem-solving efforts. Focus on traffic safety and collision mitigation. Humbly serve the community and address quality of life issues with a positive attitude. Make frequent contact with the community while using tact, diplomacy and good judgement. Use common sense and good judgement in the performance of duties, guided by engaged supervision and Department policy. The ability to make independent decisions and act quickly in emergencies is required. Must pass the Texas Commission on Law Enforcement (TCOLE) Exam before beginning work as a peace officer.

### **REPORTING RELATIONSHIPS:**

**Reports to:** Police Sergeant  
**Supervises:** none

### **MAIN JOB TASKS AND RESPONSIBILITIES**

- Duty will be assigned according to needs of the Department upon successful completion of Field Training Program.
- Proactively patrol a designated area by car; motorcycle; bicycle or on foot to 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.
- Conduct preliminary investigations to assist in solving crimes against persons and property; gather information; follow-up on leads; gather evidence; interview and interrogate involved parties; prepare warrants; may maintain surveillance of suspects and perform other basic duties to assist detectives.
- Investigate traffic accidents; 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 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.
- Professionally take enforcement action as a peace officer when appropriate; this includes using force, including deadly force; meet all physical and skill requirements of a police officer.
- Make moral and ethical decisions that conform to law, policy, high professional standards 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.

## **EDUCATION AND EXPERIENCE**

- Prior law enforcement experience preferred.
- Must have or obtain Peace Officer certification through the Texas Commission of Law Enforcement (TCOLE) prior to performing police duties. The Lakeway Police Department will offer guidance during this process, if needed.
- High school diploma or GED supplemented by additional specialized training in law enforcement.

## **CERTIFICATIONS, LICENSES AND SPECIAL REQUIREMENTS**

- Proof of U.S. citizenship or is a legal permanent resident of the United States per Texas Administration Code 217.1.
- Police Officer certificate issued by Texas Commission of Law Enforcement (TCOLE) must be obtained prior to performing police duties.
- Maintain a valid Texas driver's license without restriction other than "A", and maintain a safe driving record as defined by City policy.
- Maintain a current first aid/cardiopulmonary resuscitation certification.
- Maintain required FEMA Courses.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Meet all TCOLE requirements.

- Comprehensive, current knowledge of laws and regulations applicable to policing.
- Knowledge of contemporary police techniques and departmental rules, regulations and procedures.
- Exhibit good professional judgment, analyze facts, recognize problems and formulate and implement viable solutions.
- Safely and effectively operate a police car and use police equipment, to include: police radio, handgun and other weapons, Taser, baton, handcuffs, breathalyzer, first aid equipment and other related equipment as assigned.
- Effectively respond to stressful or high-pressure situations. Demonstrate ability to de-escalate.
- Provide excellent public relations and customer service.
- Establish and maintain an effective working relationship with all levels of management, City officials, police personnel, other employees and the general public.
- Write accurate and complete reports and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.
- Meet deadlines and perform multiple tasks under pressure.
- Demonstrate competent weapons proficiency, handling and maintenance. Qualify with any weapon carried or used on-duty at least annually.
- Communicate effectively in the English language when writing or speaking. Communicate ideas and concepts with clarity; prepare and make effective presentations.
- Proficiently use computers and related software.

## **WORKING CONDITIONS**

- Subject to hazards and potential physical dangers inherent in law enforcement work. Possible exposure to blood borne pathogens.
- Required to make arrests or to defend self against assault occasionally; requires considerable physical strength and agility.
- May work at a desk or in the field via a patrol car, motorcycle, bicycle, other conveyance or on foot.
- May sit for long periods in squad car or stand for long periods directing traffic or performing other police work.
- May work varying schedules, including nights, weekends and holidays, as required.
- Work occasionally requires travel, including over-night stays, involving training and conducting City business.

## **PHYSICAL REQUIREMENTS**

- Maintain an acceptable physical condition appropriate to the performance of assigned duties and responsibilities which may include but not limited to running, walking, crouching or crawling during emergency operations.
- Effectively deal with personal danger which may include dangerous people, animals, and hazards both natural and man-made.
- Maintain an acceptable level of visual and hearing acuity.

- Must not pose a threat to the health or safety of others.
- Load and unload Police equipment from a vehicle, including lifting object of 50 pounds. Bend or stoop to retrieve materials weighing up to 50 pounds.
- Able to climb stairs/ladders. Able to walk, stand or sit for extended periods of time.
- Must possess the physical strength and stamina to engage in a physical confrontation or combat.
- Able to perform life-saving and rescue operations.
- Must possess the ability to respond to remote sites which may require climbing and traversing rough terrain in all weather conditions.
- Must participate and pass requirements of the Department's Wellness Program.

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 may be changed at any time.

City of Lakeway is committed to compliance with 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 the Human Resources Department at (512) 314-7508.

The City of Lakeway is an Equal Opportunity Employer.