



Job Description

Police Officer

Pay Grade: LD12

Revision Date: 09/29/2020

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: None

Minimum Education Requirements: High school diploma or GED

Department: Police

Direct Supervisor: Police Sergeant

Supervisory Responsibility: Direct (0); Indirect (0)

Primary Work Location: Works both inside in an office setting and outdoors.

Certification: Valid Texas Driver's License-Class C; Currently Licensed by the Texas Commission on Law Enforcement (TCOLE)

Job Summary: Under general supervision, employee performs crime prevention and law enforcement responsibilities on an assigned shift in patrol, preliminary investigation, follow-up or specialized investigations, and traffic-related duties; performs related work as required.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Prevent crime by explaining and enforcing applicable federal, state, and local laws and ordinances; mediate disputes; patrol assigned area; respond to calls for service; conduct searches; observe suspicious activities; detain suspects.
- Apprehend suspects by responding to complaints and calls for help; observe violations; make arrests.
- Conduct criminal investigations by gathering evidence; interview victims and witnesses; interrogate suspects.
- Document observations and actions by radioing information; complete reports.
- Report observations and actions by testifying in court.
- Fulfill court orders by serving warrants and commitments.
- Maintain safe traffic conditions by monitoring and directing traffic; enforce laws and ordinances; investigate accidents; provide escort; report unsafe streets and facilities.
- Minimize personal injury by rescuing and reviving victims; radio for medical assistance.
- Maintain operations by following department policies and procedures; recommend changes.
- Ensure operation of equipment by practicing use; complete preventive maintenance requirements; follow manufacturer's instructions; troubleshoot malfunctions; notify supervisor of needed repairs; evaluate new equipment and techniques.
- Maintain professional and technical knowledge by studying applicable federal, state, and local laws and ordinances; attend educational workshops; review professional publications; practice skills.

Effective Date: October 1, 2020



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- Exhibit excellent oral and verbal communication skills.
 - Practice sound customer service and public relations skills.
 - Answer calls for service.
 - Transport arrestees.
 - Pro-active patrol of neighborhoods and businesses.
 - Assist disabled persons.
 - Perform other duties as assigned or required.

Employment Requirements and Disqualifiers:

- 21 years of age.
- U.S. Citizen.
- Has received an honorable discharge from the armed forces of the United States (if applicable).
- Has never been on court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order.
- Is not currently charged with any criminal offense for which conviction would be a bar to licensure.
- Has never been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years.
- Has never been convicted or placed on community supervision in any court of an offense involving family violence as defined under Chapter 71, Texas Family Code.
- Is not prohibited by state or federal law from operating a motor vehicle.
- Is not prohibited by state or federal law from possessing firearms or ammunition.
- Has not had a commission license denied by final order or revoked.
- Is not currently on suspension, or does not have a surrender of license currently in effect.
- Does not have a history of excessive traffic citations or motor vehicle accidents.
- Has not used marijuana within the last two (2) years.
- No felony level drug usage.
- Abuse and/or misuse of legally obtained prescription medication(s) will be considered on a case-by-case basis and may be used to disqualify the applicant.

SALARY AND BENEFITS:

Annual salary for Lake Dallas Police Officers is \$57,526 - \$77,422 based on 84-hour pay periods.

We offer a lateral entry for experienced officers that starts at the following base salary:

2 years \$57,941

3 years \$58,487

4 years \$59,033

5 years \$59,579

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6 years \$60,125

7+ years \$60,671

Acceptable Beard Policy

Acceptable Visible Tattoo Policy

Duty Weapon Issued

Load Bearing Vest allowed for Patrol

City Emergency Services staff benefit package including employee health insurance, TMRS retirement, paid sick leave, paid vacation and holidays, TCOLE certificate pay, and longevity pay.

TESTING PROCESS: Applications are located on the City of Lake Dallas website www.lakedallas.com/recruiting. After submitting a completed application and completed Lake Dallas Police Department Personal History Statement (PHS), qualified applicants will be selected for:

- Applicant Interview Board
- Background Investigation
- Fingerprinting
- Polygraph exam
- Psychological exam
- Medical exam, which includes a drug screening.
- A final interview will be conducted with the Chief of Police prior to hiring.

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