

**CITY OF GONZALES  
POSITION DESCRIPTION**

**TITLE:** Patrol Officer, Sworn Law Enforcement Officer  
**DEPARTMENT:** Police

**JOB CODE:** Full-Time  
**FLSA:** Non-Exempt

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**SUMMARY:** In order to fulfill the mission, goals and objectives of City of Gonzales Police Department, officers and employees must have the ability to perform a variety of duties that are essential to the positions they fill. Therefore, individuals applying for a patrol officer position will initially meet and maintain the same essential functions as those described under essential functions for entry level law enforcement officers.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

**Essential Job Functions:**

- Speak, Write, and Read Reports & Comprehend Other Documents
- Handle Human Relations Problems
- Engage in Physical Activities
- Operate Patrol Vehicle
- Enforce Traffic Laws and Manage Traffic Accidents
- Arrest and Detain Persons
- Use Physical Force to Control Persons
- Use Deadly Force
- Conduct Search and Seizure
- Protect Crime Scene and Collect Evidence and Information
- Conduct Initial Investigations of Various Crimes and Events
- Provide Emergency Assistance
- Present Testimony
- Other duties as assigned

An applicant for the position of patrol officer within the City of Gonzales Police Department that cannot perform these essential tasks will not be accepted. A current employee in the position of a patrol officer who is no longer able to comply with the requirements of City of Gonzales Police Department will be referred to the administration.

**Position Requirements:**

Individuals seeking employment with City of Gonzales Police Departments as a sworn law enforcement officer must:

- Be a United States citizen;
- Be a resident of Texas, or become a resident within ninety [90] days of employment;
- Be at least twenty-one [21] years of age;
- Possess a valid Texas Driver License;
- Never have been convicted of a *felony*, or a *misdemeanor involving moral turpitude*;
- Be free of misdemeanor convictions for the last twelve [12] months;
- Have no previous or current charges of *driving while Intoxicated* or *driving under the Influence of drugs or alcohol*;
- Be subject to a thorough background investigation and personal interviews by agency personnel;
- If served in the armed forces of any country, demonstrate stability, reliability, and integrity, by having an Honorable Discharge [*Dishonorable, or General* discharges are not acceptable];
- Demonstrate a *good* financial credit rating for the last five [5] years;

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- Demonstrate reading and comprehension skills in the English language to at least the 10<sup>th</sup> grade level through interviews and written demonstration of proficiency;
- Demonstrate honesty and integrity by successfully completing pre-employment drug testing;
- Be free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;
- Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
- Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a law enforcement officer with the City of Gonzales Police Department until such time as the issue or condition is resolved to the satisfaction of the original professional;
- Meet academic and physical requirements for completion of the law enforcement officers' course and certification, as required by the state, or have successfully completed the required peace officer academy training; &
- Maintain a license as a law enforcement or peace officer as defined by the state statute, rules, and regulations.

**General Duties:**

Sworn law enforcement officers of City of Gonzales Police Department are required to:

- Provide general law enforcement services to those within the jurisdictional limits of the agency;
- Preserve public peace;
- Protect life;
- Protect property;
- Prevent crime;
- Protect the constitutional rights of all persons encountered or arrested;
- Formally advise all suspects of their rights as assured by U.S. Constitution, and upon request provide those rights accordingly;
- Provide equal protection for all;
- Use force sparingly and only when necessary to effect a lawful end;
- Enforce the laws of the state and other applicable ordinances;
- Arrive to work at a specified time in full regulation uniform, unless otherwise instructed;
- Protect persons and property that may come under your charge or custody;
- Be on duty in the prescribed uniform, and be mentally, emotionally and physically prepared to perform all required duties;
- Remain on duty and fully conscious until the expiration of the shift, and/or relieved by a supervisor;
- Maintain a clean and professional appearance while on duty;
- Complete, and turn in before the end of each tour of duty, all reports and necessary paperwork;
- Maintain sensitivity and provide equality to all races, religions, sexes, and cultural groups;
- Establish and maintain positive, effective working relationships with co-workers, supervisors, other agencies, and the public;
- Attend and complete all required training and demonstrations of proficiency;
- Establish and maintain liaison with local, county, state, federal agencies, and public officials; &
- Abide by all lawful policies and procedures, orders, and instructions issued by superiors of the City of Gonzales Police Department.

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### **Specific Duties:**

In addition to the General duties, sworn officers of the City of Gonzales will perform the following specific duties. Deviations from the duties within this job description are subject to the prior written approval of the Chief of Police or his designee. The patrolman will:

- Skill in providing excellent customer service to persons of all ages, regardless of social or economic background.
- Upon assuming duties each shift, review general orders, *post orders*, *directives*, and *policies and procedures* for recent changes;
- Respond to dispatch orders without unnecessary delay;
- Routinely patrol and inspect City of Gonzales Police Department jurisdictional areas as frequently as possible;
- Maintain proactive patrol for targeted problem areas;
- Be familiar with locations of streets and buildings within the jurisdictional limits of the City of Gonzales Police Department, thereby enabling officers to render information and assistance to the public and decreasing response time;
- Use discretion to stop, warn, arrest, and escort potential, and would be violators;
- Protect those in custody;
- Conduct patrol activities in vehicle and on foot, being observant for traffic, misdemeanor, and felony offenders; &
- Intervene to prevent crimes from occurring, maintain the peace, and warn, cite, or arrest offenders.
- Serve Subpoena's
- Serve all arrest warrants

### **Chain of Command:**

Newly appointed officers initially work under the direct supervision of a Field Training Officer [FTO], until the FTO approves the officer to perform duties on their own without constant direct supervision. Annual and supplemental job performance evaluations are completed in writing and discussed with the performing officer. During this interview session, the officer is provided a copy of the evaluation. The officer acknowledges receipt of the evaluation, and may respond in writing.

Once the FTO training process is complete, sworn officers normally work under the supervision of a sergeant overseeing the section to which the officer is assigned.

### **Required Education, Experience and Certificates:**

- Have a high school diploma or equivalent
- Successfully completed Field Training Officer [FTO] training after the academy and "signed off" by appointed FTO;
- *Demonstrated proficiency*<sup>1</sup> with all weapons carried, and patrol vehicle within last twelve [12] months or during FTO training period; &
- Within twelve [12] months of initial hire, and each year thereafter, complete no less than twenty [20] hours of formal in-service training, to include all mandated training and any other training meeting department approval.
- In lieu of these qualifications, a combination of other training and experience may be considered.

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<sup>1</sup> Demonstration of proficiency is required for all weapons carried and used as a regular part of the job, to include pistol or revolver, shotgun, oleoresin capsicum spray, handcuffs, and other devices. Procedures for conducting demonstration of proficiency exercises is determined by policy and an officer may be required to demonstrate proficiency with a particular weapon or system at any time as directed by the Chief of Police or his designee.

Must be able to pass criminal history background check, pre-employment drug screen and pre-employment physical.

Applications for employment may be found at [www.gonzales.texas.gov](http://www.gonzales.texas.gov) or at the City of Gonzales-City Hall 820. St Joseph. Please submit applications- Attn: Angie Kessler at 820 St Joseph or PO Box 547 Gonzales, TX 78629. Position will remain open until filled.

The City of Gonzales is an equal opportunity employer.