

The Bulverde Police Department is taking applications to fill a Patrol Officer position effective 08/12/14.

Job Title: Police Patrol Officer

TCLEOSE Certification Required.

Job Description: Multi-faceted, full-time service as a Patrol Officer protecting life and property through pro-active and preventive measures like high visibility and community involvement.

Base salary is \$38,000 to \$40,000 for basic certification, plus incentives and standard benefits.

Applications can be found on the City of Bulverde website. Completed applications should be submitted to Chief Haecker or Lt. Rakoski at 30360 Cougar Bend, Bulverde, TX. 78163. For more information please call: 830-438-3612.

The City of Bulverde currently has an opening for the position of patrol officer.

#### POSITION DESCRIPTION

**GENERAL PURPOSE:** Under general supervision, provides responsive and courteous police services in the protection of life and property through the enforcement of laws and ordinances, generally consisting of routine patrol, investigations and traffic regulation duties.

#### PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Applicants may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Preserves the peace of the community through mediation, investigation, intervention, documentation, and arrest; utilizes all lawful means to improve the quality of life by reducing the fear and incidence of crime, recognizing and resolving problems, and meeting the public safety needs for the City of Bulverde (City).
- Enforces local, state and Federal laws, and enforces compliance with local regulations and ordinances; all in accordance with city and agency policies.
- Patrols the City to respond to citizens' requests for assistance /service, enforce traffic regulations, detect crime, apprehend violators, and assure public safety.
- Patrols and provides security for assigned areas, looking for unusual or suspicious activities or persons; responds to emergency and non-emergency calls for service; communicates with victims, witnesses and suspects in cases; provides scene security and protection for Fire and medical personnel.
- Investigates crimes and accidents; secures and processes crime and accident scenes, and identifies and collects evidence within scope of authority.
- Arrests law violators; transports and processes suspects, victims and prisoners.
- Completes detailed reports and required documentation; serves warrants and court documents.
- Maintains vehicle and equipment in accordance with Department guidelines.
- Represents the Police Department at court hearings; prepares reports and testifies in court cases.
- Assists and coordinates with other emergency services personnel, public organizations and businesses, and Federal, state and local law enforcement organizations.
- Presents education and information programs for community and school awareness projects; teaches

and counsels residents on law enforcement activities and referral resources.

- Maintains the integrity, professionalism, values and goals of the City by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Participates in and performs field training duties and assignments as required.
- Performs other duties as assigned or required.

Education and Experience:

High school diploma or GED equivalent.

Required Licenses or Certifications:

- Must have Peace Officers License from Texas Commission of Law Enforcement (TCOLE).
- Must have a valid Texas Drivers License (or must be able to obtain as required by Texas State law if current drivers license is from another licensing state within the United States) AND cannot be prohibited from operating a motor vehicle by any State or Federal law.

Required Knowledge of:

- Police Department guidelines, policies and procedures.
- City, county, state and federal laws, regulations, codes and ordinances.
- Texas criminal justice and court systems and the principles of criminal justice records management.
- Law enforcement methods, practices, and procedures.
- Basic criminal procedures on the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including preservation and presentation of evidence in traffic and criminal cases.
- Basic criminal procedures on the rules of evidence, probable cause, use of force, and search and seizure.
- Investigative and interrogative procedures and protocols for observation of critical details.
- Available local community issues and regional community resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.

Required Skill in:

- Exercising controlled discretion in situations requiring diplomacy, fairness, and sound judgment.
  - Recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest and control techniques.
  - Interacting effectively with people of different socioeconomic and ethnic backgrounds.
  - Remaining alert at all times and reacting quickly and calmly in emergency situations.
  - Safely operate motor vehicles and special police equipment during emergency situations.
  - Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
  - Evaluating facts and evidence, drawing logical conclusions and making proper recommendations.
- Identifying, collecting and preserving crime scene evidence.
- Working as a team member with other law enforcement agencies.
  - Care, maintenance and safe operation of a variety of law enforcement vehicles, equipment, weapons and tools.
  - Operating a personal computer using a variety of business software.
  - Effective communication, both verbal and written.**

Physical Demands / Work Environment:

- Work is performed indoors and outdoors with exposure to inclement weather; includes ability to stand and sit for long periods while maintaining alertness and rapid response; must be able to safely climb, crawl, bend, jump, balance, and run with minimal to no notice; and the ability to safely lift, drag and/or carry items; may be exposed to physical attacks, hazardous chemicals, drugs, infectious and communicable diseases; required to physically restrain persons; subject to extended periods of intense concentration in review of crime scenes, special investigations and law enforcement report preparation; will be subject to working in and around water; may be required to ride a bike.
- Must be able to work in uniform (plus a duty belt and a bullet proof vest), irregular hours that will include evenings, weekends, and holidays on any assigned shift.
- May be required to work immediately before, during or immediately after an emergency or disaster.

Testing:

- Applicants are subject to a reading/writing comprehension test, background investigation, psychological evaluation, medical evaluation, drug testing and a screening board.

Compensation:

- Minimum Starting base salary is \$37,000.00, depending on qualifications and experience.
- Medical, Dental, Vision and Life Insurance.
- Member of the Texas Municipal Retirement System.
- Vacation / Paid Holidays
- Uniform and duty equipment provided including firearms, taser and body armor.
- Certification pay for Intermediate, Advance and Master TCOLE Certifications.
- If hired, applicants will be required to complete a Field Training Program and placed on a 6 month probationary period.

The City of Bulverde is an Equal Opportunity Employer. Applications will be accepted until closed. Applications may be downloaded from the city's website at [www.ci.bulverde.tx.us](http://www.ci.bulverde.tx.us) or picked up in person at the following address:

City of Bulverde  
30360 Cougar Bend  
Bulverde, TX 78163