



CITY OF BROOKSIDE VILLAGE

Position Description

Action: Description Evaluation **Evaluation Date:** _____
Interval: 90 Days 6 Months Annual Special

EMPLOYEE INFORMATION:				
Police				
Full Name	Employee ID No.	Department		
Police Officer	6243 Brookside Road	Brookside Village, TX	77581	
Position Title	Location Address	City,	State	Zip

GENERAL DESCRIPTION:
 Under the direct supervision of Brookside Village Chief of Police and general supervision of the Mayor and City Council, Police Officers provide patrol related, public safety, and law enforcement duties as assigned by the Police Chief. The job focus shall be on protection of citizens and property, responding to emergencies, crime prevention to maintain citizen safety, enforcement of Federal, State, County, and City Laws, and Ordinances. Officers will partner with other surrounding law enforcement agencies as needed in relation to law enforcement calls for assistance. Police Officers will collaborate with other City staff as appropriate, such as supporting the Mayor, City Council, Code Enforcement Officer, Board of Adjustments, and Court Clerk, along with the Municipal Judge, and City Attorney. Police Officers are responsible for maintaining all certifications as required to perform the duties of a law enforcement officer in the State of Texas.

EDUCATION, TRAINING AND EXPERIENCE (including licensure and certification):
 High School Diploma or GED. AAS degree or higher preferred. If a Veteran, must have been Honorably Discharged Employee must be a U. S. Citizen, resident of Texas, at least 21 years of age and possess a valid Texas Driver’s License.
 TCOLE certified is required. Master Peace Officer designation is preferred.
 Employee must be free of any Felony convictions, DWI, DUI convictions, or misdemeanor convictions
 Employee must have clear communication skills in English. Dual language English/Spanish preferred

KNOWLEDGE, SKILLS AND ABILITIES:
 Good verbal, interpersonal, and written communication skills
 Physically and mentally sound to perform police duties.
 Ability to maintain emotional control in routine, stressful, or emergent situations.
 Must possess good moral character and judgement.
 Knowledge, ability, and willingness to enforce Federal, State, County, and City laws using proper policing procedures and processes.
 Knowledge and proficiency of weapons and uses of other police equipment
 Skill in operating a variety of office machines and personal computer