



## City of Oak Point Job Description

<b>JOB TITLE:</b>	Certified Police Officer	<b>SALARY:</b>	\$70,019-\$75,000
<b>DEPARTMENT:</b>	Police Department	<b>STARTING SALARY:</b>	DOQ
<b>FLSA STATUS:</b>	Non-exempt	<b>EFFECTIVE DATE:</b>	10/01/2024

### **Cert Pay Incentive: Up to \$4,000 (see certification pay below)**

The selection process for Certified Police Officer consists of several steps and is intended to produce the most current list of candidates who are qualified to become Oak Point Police Officers. The City of Oak Point does not fall under Civil Service.

The starting annual salary for a Police Officer is \$70,019 increasing up to \$75,000 after completion of the Field Training Program based on experience; the top of range salary for Police Officer is \$79,310. For lateral entry program and salary, please see below.

### **Selection Process and Background Standards:**

1. Submit application
2. Complete a Personal History Statement (PHS) (received in an email from a background investigator)
3. Receive, complete, and return a department questionnaire (received in an email)
4. Submit the completed Personal History Statement
5. Background Investigation
6. Oral Board Interview
7. Chief's Interview
8. Physical and drug examination
9. Psychological examination

**Lateral Hire Program:** A lateral Police Officer from Texas is eligible for a starting salary based on their whole years of police experience. Service time, for determining the starting salary, can include multiple agencies if breaks in service are less than thirty days.



### **JOB SUMMARY**

The Police Officer is responsible for a variety of duties that are necessary to fulfill the Police Department's mission. All duties must be performed in an effective, efficient, and safe manner that will foster the public's confidence and trust. This position demands special qualifications and proficiency in certain skills and abilities of a physical, mental and technical nature. As a condition of employment in the status of this position, all patrol officers must be able to perform the entire list of duties as outlined in this job description. In addition, you must be motivated to accept new challenges and find creative solutions, as well as take ownership and pride by demonstrating the City of Oak Point's Core Values of Integrity, Customer Service, Efficiency and Innovation.

## **PRIMARY DUTIES AND RESPONSIBILITIES**

Enforces federal and state laws and local ordinances. Performs a variety of duties relative to assigned area of responsibility such as identifying and apprehending criminal violators; ensuring the free flow of traffic; executing warrants of arrest and assisting in serving warrants; presenting crime prevention programs. Performance is evaluated through observation, oral and written reports, and by results obtained.

- Responds to radio calls for all types of police services.
- Takes proper police action at scene of crime, administers first aid, gathers evidence, locates witnesses, and makes arrests; appears in court to present evidence and testify against persons accused of crimes.
- Patrols assigned geographic area to identify and deter criminal activity, aids citizens needing assistance, and arrests violators of the laws.
- Ascertains validity of information or secures evidence for the arrest of persons alleged to have committed a crime.
- Interviews suspects, prisoners, complainants, and witnesses; takes information or secures evidence for the arrest of persons alleged to have committed a crime.
- Searches for and preserves evidence; interviews suspects, prisoners, complainants, and witnesses to obtain information about crimes; reports automobile accidents, interviews witness, takes information, and makes detailed reports.
- Issues citations and investigates traffic accidents.
- Testifies in legal proceedings.
- Conducts investigations of criminal offenses, missing persons, and all public safety incidents.
- Intervenes and mediates in crisis situations and all types of disputes.
- Instruct citizens, businesses, school, and civic organizations about methods and techniques that may help prevent citizens from becoming victims of crime.
- Develops and implements community-based policing strategies and programs.
- Executes misdemeanor and felony warrants of arrest.
- May serve as Court Bailiff for Municipal Court.
- Participates in all assigned community events.
- Performs all other related duties as assigned.

### **Minimum Qualifications**

#### **EDUCATION:**

High School Diploma or GED

#### **EXPERIENCE:**

- Experience as a full-time paid police officer for a law enforcement entity/agency required.
- Applicants must have been in a position where they had the authority to enforce laws, investigate crimes, make arrests, respond to calls for service, carry a firearm, and use discretion as part of their assigned duties.
- All applicants must obtain a Texas Peace Officer License by TCOLE, prior to being placed at their eligible lateral pay on our scale. (if they do not already have a license at the time of application).
- Preference will be given to applicants who are current TCOLE Licensed Police Officers. Preference will be given to returning Honorably Discharged Oak Point Police Officers.

## **REQUIRED SKILLS & ABILITIES**

- Knowledge of local, state, and federal laws and applicable civil laws.
- Knowledge of departmental policies and procedures.

### **Ability to:**

- Ability to accept responsibility and account for his/her actions.
- Ability to follow instructions, safety practices, and standard operating procedures in performing assigned tasks. Ability to be punctual and attend work regularly.
- Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type. Ability to perform work accurately and thoroughly.
- Ability to communicate clearly and concisely, both orally and in writing. Ability to use thinking and reasoning to solve a problem.
- Ability to make critical decisions while following established procedures.
- Ability to demonstrate conduct conforming to a set of values and accepted standards. Ability to be truthful and be seen as credible in the workplace.
- Ability to make decisions or take actions to solve a problem or reach a goal. Ability to look beyond the standard solution.
- Ability to formulate a sound decision using the available information.
- Ability to influence others to perform their jobs effectively in a team environment and to be responsible for making decisions.
- Ability to effectively present information publicly to staff, management, and other groups/organizations.
- Ability to find a solution for or to deal proactively with work related problems.
- Ability to use technology to its fullest capabilities.
- Ability to overcome violent resistance and apprehend and arrest law violators.
- Ability to accurately describe suspects and vehicles.

### **Skills:**

- Skill in use of personal computer including Microsoft Office, Open Office or similar word processing programs, e-mail, and the internet.
- Skill in vehicle operation.
- Skill in use of firearms.

### **Special Requirements**

- Be at least twenty one (21) years of age.
- Must be a US Citizen.
- Must be a TEXAS Certified Peace Officer
- Be fingerprinted and subjected to a search of records to disclose a criminal record.

### **POLICE BACKGROUND STANDARDS:**

- Not be on probation for a criminal offense.
- Must submit to and pass a pre-employment drug test and physical exam.
- Have vision correctable to 20/20 binocular for all hours of the day including day, evening, and night.

- Must possess a valid State of Texas Driver's License Class "C" and good driving record as defined by City policy.
  - An applicant who does not possess a Texas Driver's License or proper class, will be allowed ten (10) working days after a job offer is made to obtain proper licensing.
- Ability to successfully pass an oral board interview.
- Ability to pass a background investigation.
- Ability to pass post-offer physical and drug test.

**Benefits:**

The City provides a full complement of benefits:

- TMRS
  - 2:1 match
  - Repeating updated service credit
  - 70% COLA
- 100 % employee covered Medical Insurance as well as Dental.
  - Teladoc paid by City
  - Vision optional
- 50k guaranteed Life Insurance.
- Accidental Death & Dismemberment, Long Term Disability, Short Term Disability also paid for by the City.
- Two weeks paid vacation.
- Twelve days paid sick leave.
- Twelve paid holidays and one personal day.
- Longevity pays \$15 per month of service, paid annually in a lump sum, and after the member's first full year of service. 10-year max.

**Certification Pay:**

Officers are also eligible for the following incentive in addition to their base salary:

- Intermediate: \$1,500
- Advanced: \$2,500
- Master: \$4,000



**Agency**

City of Oak Point

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**Phone**

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Oak Point Public Safety: 972-294-0000

**Website**

<http://www.oakpointtexas.com>