



The Star  
In East Texas

## THE CITY OF JACKSONVILLE

### POSITION: CERTIFIED POLICE OFFICER DEPARTMENT: UNIFORM PATROL

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**GENERAL DEFINITION:** Performs law enforcement and crime prevention work, of average difficulty, on an assigned shift, and performs work as required.

**SUPERVISION RECEIVED:** Work is performed under the general supervision of the designated supervisor.

**SUPERVISION EXERCISED:** None

**ESSENTIAL DUTIES and RESPONSIBILITIES** include the following, as well as other duties as assigned.

- They shall enforce all statutes, laws, ordinances, regulations and procedures of the City and Department.
- They shall be responsible for maintaining law and order, protecting life and property and performing related assignments.
- They shall become familiar with State Traffic Codes, Criminal Procedure Codes, City Ordinances, Department Orders and Memos.
- They shall be courteous and helpful in the relations with the public and superior officers, as well as provide general assistance as required.
- Patrols assigned area, generally by patrol car, to enforce laws, prevent and discover crimes, investigate crimes, maintain order, and answer complaints.
- Answers radio-dispatched or citizens' requests for police services at the scene of accidents, domestic disputes, law violations, and peace disturbances.
- Investigates illegal or suspicious activities, persons, and establishments, and quells disturbances.
- Locates searches, detains, and arrests law violators, following recognized police procedures as well as guard and transport prisoners.
- Interviews and questions victims, witnesses, and suspects and gathers and preserves evidence.
- Investigates causes and results of accidents, as well as gather and label evidence, taking photographs and fingerprints
- Directs and controls traffic.
- Issues written citations for traffic and other minor violations.
- Writes detailed incident, investigation, activity, and other reports.
- Testifies in court to present evidence by describing conditions, situations, and actions.

**MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must be a Certified Texas Peace Officer
- Must have the ability to understand and follow written and oral instructions, departmental policy, rules, regulations and laws.
- Establish and maintain effective working relationships with the general public,
- Analyze situations and adopt a quick effective and reasonable course of action
- Ability to use and care for firearms and other specialized equipment.

**TRAINING AND EXPERIENCE:** Applicants must meet the minimum requirements for Licensing as a Peace Officer as prescribed by the Texas Commission on Law Enforcement Officer Standards and Education, a copy of which is attached. All applicants must successfully complete the Jacksonville Police Department Field Training Program.

**LICENSES AND CERTIFICATES**

- Must possess a GED or High school diploma
- Must possess a valid Texas Drivers License at the time of application.