



# THREE RIVERS POLICE DEPARTMENT

110 Gallaher St, Three Rivers, TX 78071-(361)786-2743

## Police Officer Positions

**Location:** Three Rivers, TX

**Salary Range:** \$40,248.00 annual

**Exempt/Non-Exempt:** Non-Exempt

**Benefits:** Benefits include uniforms, paid vacations, sick leave, Paid holidays, health and life insurance, membership in TMRS, and a good working environment

**Employment Type:** Full Time Full Time: 2236 hours/year, 12-hour shifts

**Department:** Police Operations

### Minimum Qualifications Include:

1. Requirements for Employment: Must be twenty-one (21) years of age,
2. Must hold a valid Texas Class C Driver's License with a safe driving record;
3. Must have a High School Diploma or GED
4. Must have a Basic Peace officer Certification from the Texas Commission on Law Enforcement;

**Note:** If an applicant does not hold a valid TCOLE peace license, the applicant will not be eligible for this position.

**Candidates must complete an interest form through the Three Rivers Police Department website at: <https://www.3riverspd.com/> or Call: 361-786-2743. A Staff Member will contact you about the application process.**

**To qualify for the Background process, candidates must first pass the interview with Chief.**

You may also pick applications up at the police department (Monday-Friday, 8am-5pm). All paper applications may be returned in person/mail to:

Three Rivers Police Department  
110 Gallaher Street  
Three Rivers, Texas 78071

## **GENERAL STATEMENT:**

Under direction of a Sergeant, Acting Sergeant, or higher-ranking officer, the Police officer is responsible for maintaining law and order, investigating crimes and accidents, and protecting life and property throughout the city.

## **ESSENTIAL FUNCTIONS OF POSITION:**

- Enforces laws; patrols area in patrol vehicle and on foot; issues warnings and citations for minor traffic and criminal offenses; apprehends and arrests suspected Violators of the law; transports and books prisoners; testifies in court; makes business and residential security checks; directs traffic; watches for stolen property and wanted or missing persons.
- Investigates crimes and accidents; responds to domestic disturbances and reports of criminal activity or accidents; interviews witnesses, victims, and suspects; secures crime and accident scenes; searches scenes for clues and evidence; secures evidence and submits to property room officer; takes photographs; lifts latent fingerprints; prepares investigative reports; prepares affidavits and obtains search warrants; conducts searches; communicates with the public, property owners, and complainants to notify of property recovery, case dispositions, or to notify next-of-kin; prepares and maintains information of a confidential or sensitive nature.
- Responds to calls for assistance; assists with crowd control at festivals, etc.; receives and responds to routine inquiries in person or via telephone; provides assistance to general public, motorists, etc.; prepares daily activity logs; demonstrates regular and predictable attendance.
- Maintains required certifications and licenses; meets the minimum training hours required by TCOLE.
- Testifies in civil, traffic, and criminal court proceedings, ALR and Evidentiary hearings, parole Board hearings and gives depositions.
- Must be able to work rotating shift assignments as required, which may include weekends and holidays. Community Relations Assists and participates in the resolution of conflicts' Maintains desired working relationship with Chief of Police and City Manager's Maintains a professional working relationship with other Federal, State, and local law enforcement agencies.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Performs all other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of departmental policies and procedures; local and state ordinances and laws; traffic laws; arrest procedures; criminal apprehension techniques; self-defense techniques; crime prevention techniques; court procedures; civil disobedience control techniques; and first aid.
- Ability to interpret and apply local and state laws and ordinances.
- May be required to demonstrate physical agility.
- Arrest violent offenders
- Ability to define problems collect data, establish facts and reach conclusions, deal with problems involving several variables.
- Ability to communicate effectively in oral and written form
- Demonstrate firearms proficiency annually
- Works in adverse weather conditions
- Develops and maintains effective working relationships with the public, officials, coworkers and supervisor.
- Remain calm in emergency situations.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

#### **Environment:**

Exposure to: extreme heat and humidity working outdoors, extreme cold of walk-in coolers; temperature swings from indoors to outdoors; extreme noise of traffic, sirens, crowds, firearms; mechanical hazards of factory environments, equipment; electrical hazards of traffic accidents, power lines; explosive hazards of fireworks, traffic collisions, weapons, chemicals; radiation hazards of industrial accidents, traffic collisions; fumes, odors, dust of drug labs, industrial accidents, traffic collisions, fires; toxic substances of fires, drug labs, traffic collisions, industrial accidents. Work is performed both indoors and outdoors and in offices, buildings, automobiles. Work hours may consistently require overtime, holiday and weekends.

## **Physical:**

CONTINUOUS transporting up to 25 lbs.; working outdoors;

FREQUENT reaching at shoulder height; upward and downward flexion of neck; side-to-side turning of neck; lifting up to 10 lbs. below and at waist level; strong or power grasp of evidence, property, suspects; tight grasp, wrist and arm movement to manipulate baton; fine manipulation of paperwork; light grasp and finger control of radio and telephone; moderate grasp, reach and manipulation of steering wheel;

OCCASIONAL walking, standing, sitting, bending and stooping, squatting, crawling, climbing, reaching above shoulder height, kneeling, pushing/pulling, twisting at waist; lifting of items weighing from 11 to over 100 lbs. below and at waist level, either with or without assistance; transporting items weighing 26-50 lbs. for distances up to 50 yards without assistance; transporting items weighing from 51 to over 100 lbs. for 30-50 yards with or without assistance; reach, grasp, finger strength and manipulation to operate firearms;

INFREQUENT balancing above ground; lifting of items weighing from 11 to over 100 lbs. from chest to above shoulder level, either with or without assistance;

## **COMMUNICATION:**

In addition to specific vision and hearing requirements detailed above, the position requires **SPEAKING** using telephone, radio and personal contact; **WRITING** of reports, citations, field interview forms; **READING** of reports, legal material, and court orders.

## **QUALIFICATIONS, EXPERIENCE AND/OR CERTIFICATION REQUIREMENTS:**

- Must be (a) at least twenty-one years of age and not more than forty-four (44) years of age at the time of the testing date unless applicants have 10 years or more of service as a licensed peace officer from a law enforcement agency and if the applicant has not attained the age of 56 by the date the applicant submits a written application.
- Must have a valid Texas Driver's license, and must be licensed as a peace officer by the Texas Commission on Law Enforcement (TCOLE)
- Must be eligible for coverage under the City of Three Rivers vehicle insurance provider; meet the physical and age limitations established by the City of Three Rivers; pass an extensive person background check; Will be required to pass a

physical examination including drug screening and psychological evaluation. Anyone who poses a direct threat to the health and safety of him/her or to others in the workplace will be deemed not qualified for this position.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City of Three Rivers retains and reserves any or all rights to change, modify, amend, add to or delete, form any section of this document as it deems, in its judgment, to be proper.

For any question about the application feel free to call: 361-786-2743

***The City of Three Rivers is an Equal Opportunity Employer***