



NOTICE OF POSITION OPENING

UNIFORM PATROL OFFICER/POLICE RECRUIT FULL TIME EOE

The City of Jacksonville is currently accepting applications for the above listed positions.

The successful applicant will be required to pass a written test, timed 1.5 mile run, work fitness physical, drug screen, polygraph and background check. Interviews will be conducted by the Chief of Police, and his appointed designees.

All applicants must be meet the following qualifications:

- At least 21 years of age,
- A United States citizen,
- Possess either a GED certificate or High school diploma,
- Not convicted of a Class B misd or above,
- Valid Texas driver's license;

and meet all the requirements set forth in the attached job description, in order to be considered.

Successful applicant will be eligible for a sign-on bonus:

\$5,000 TCOLE Certified officer

\$2,500 Police Recruit

Applications are available at our website at <https://jacksonvilletx.org>

City Employee benefits:

Paid Medical (employee only)
Paid Dental insurance (employee only)
Annual salary bonus
10 days paid vacation leave
10 days paid sick leave
Life insurance
Member of Texas Municipal Retirement System

**POSITION: CERTIFIED POLICE OFFICER OR POLICE RECRUIT
DEPARTMENT: UNIFORM PATROL**

**JOB DESCRIPTION
FULL TIME (84 HOURS BI-WEEKLY)**

POTENTIAL SIGN-ON BONUS: \$5,000 Certified Officer \$2,500 Police Recruit

STARTING PAY RANGE: 35K-40K annual FLSA: NON-EXEMPT

The City of Jacksonville is seeking a candidate to send to the Police Academy for the purpose of training to become a Certified Patrol Officer. The chosen candidate will be paid during training then assigned to a Field Training Officer during a probationary period.

GENERAL DEFINITION: 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; ensuring the safe and legal operation of jail; presenting crime prevention programs.

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

SUPERVISION EXERCISED: None

REQUIREMENTS: High School Diploma or GED (non-certified candidates holding a GED must have 12 hours of college per TCOLE guidelines), valid Texas Driver's License without restrictions except "A", citizen of the United States, Must have a high school diploma or GED with 12 college credit hours for the GED. Must be a minimum of 21 years of age. Applicants with military experience require discharge be under honorable conditions. No felony or Class A misdemeanor convictions; no Class B misdemeanor convictions within the past 10 years. Non-certified officers must be able to pass the police academy and state licensing test(s). Must meet and maintain all regulatory requirements for Texas Police Officer License. Must obtain and maintain all required departmental and TCOLE certifications. Must pass a pre-employment drug screen, psychological test, physical assessment, criminal background check and post-offer physical exam. Must possess State of Texas Driver License at the time of employment.

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.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in municipal police department office and field environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of standing, walking, driving, bending, reaching, crawling, climbing, kneeling and lifting when responding to an emergency police situation, accident or investigation.
- Subject to excessive audio/visual discrimination and perception when making professional observations, communicating with others, reading and writing and operating assigned equipment.
- May be subject to exposure to extreme weather conditions, hazardous driving conditions, hostile environments, hazardous chemicals and fumes, body fluids, infectious diseases, air and water borne pathogens.
- Must be able to restrain hostile and/or combative individuals.
- Must be able to lift up to 50 pounds and may be required to occasionally lift 110-150 pounds.

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.

**CRIMINAL HISTORY, DRUG TEST and DRIVER'S LICENSE CHECK REQUIRED.
EOE**