

## **CITY OF RUSK, TEXAS JOB DESCRIPTION**

**JOB TITLE:** Police Officer  
**DEPARTMENT:** Police  
**REPORTS TO:** Chief of Police, Police Lieutenant and Police Sergeant  
**FLSA STATUS:** Non- Exempt

### **GENERAL PURPOSE**

Under general supervision of the Chief of Police, Police Lieutenant, and Police Sergeant, to enforce laws, protect life and property, preserve the peace, apprehend criminals, and investigate traffic accidents. Police Sergeant determines deadlines and priorities for this position. Routine course of action to be followed is generally clear-cut and specific in accordance with established Police Department policies; however, incumbent must be able to act quickly in emergencies and make independent decisions. Position requires constant contact with the public in situations that will require the use of tact, diplomacy, and good judgment.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Chief of Police, Police Lieutenant, and the Police Sergeant

### **SUPERVISION EXERCISED**

Does not directly supervise any other position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Patrols an assigned beat by car or on foot to deter crime and detect violations of law.
- Makes arrests of persons violating laws and ordinances; inspects residential, commercial, and other buildings on assigned beat for indications of criminal activity; responds to emergency calls, routine complaints, and alarm system signals; and takes all necessary and appropriate law enforcement actions.
- Conducts open observation for traffic law violators; directs traffic; writes traffic and parking citations; questions drivers, witnesses, or others in connection with possible violations of the law; takes statements; checks NCIC and TCIC for information on suspects; and accompanies prisoners to jail or court.
- Conducts preliminary investigations at crime scenes prior to arrival of supervisor; testifies in court; writes required reports; maintains files; and answers phones.
- Must treat all persons, the public, other agency personnel, other city personnel, and other department personnel with courtesy and respect at all time.
- Must work harmoniously with other city personnel, internal and external to the department.
- May have the opportunity to test for future promotional opportunities.

## **PERIPHERAL DUTIES**

- Performs other tasks as needed.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Required Education, Degrees, Certificates, and/or License:**

- Some college semester hours are preferred, with a minimum GPA of 2.0.
- Applicant must be TCOLE licensed.

### **Requirements for employment:**

- Must hold a valid Texas Class C Driver's License with a safe driving record (no more than 3 moving violations in the past 36 months).
- No record of DWI, DUI, or license suspension with the past ten years.
- No conviction of any felony.
- No convictions of any Class A or B Misdemeanor in the past ten years.
- No convictions of any illegal drug use.
- No conviction of family violence within the past 10 years; and
- Must not have a dishonorable discharge from the military.

### **Experience, Training, Knowledge, and Skills:**

- Must have a good knowledge of criminal laws and local ordinances.
- Skilled in the use and care of firearms, vehicles, and other common police equipment.
- Intermediate computer skills.
- Knowledge of first aid.
- Must be at least twenty-one (21) years of age.

**Applicant Procedure:** Interested parties must register with the Rusk Police Department to take a written examination. **Interested parties should provide their name, address, and telephone numbers in person, by telephone or via email by no later than 5:00 p.m. on Friday, May 07, 2021.** Written examination must be passed with a minimum 70% grade to be eligible to complete an employment application.

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