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 **Police Officer**

Qualifications

* Required years of experience – 5+
* Minimum Age of 21 and a High School Diploma or GED
* Must maintain a valid State of Texas Driver’s License
* License or Certification – Possession of Texas Commission on Law Enforcement TCOLE Peace Officer certification

Responsibilities

* Under general supervision, the purpose of this position is to provide crime prevention and law enforcement responsibilities for the conduct of routine patrols, preliminary, criminal and special investigations
* Patrols an assigned area to prevent and detect criminal activities, normally operating a Town vehicle
* Initiates applicable investigation techniques to develop and prosecute criminals under each offense
* Documents investigative actions, interviews, interrogations, subpoena procurement; written statements; affidavits for evidentiary warrants and arrest warrants; evidence collection; identification, location and apprehension of perpetrator and property recovery
* Investigates non-criminal actions such as missing persons, found property, etc
* Responds to emergency calls to protect lives and property often involving criminal activities
* Apprehends suspected criminals as situation dictates
* Prepares activity reports detailing patrol/investigation occurrences and submits reports to superiors for review
* Enforces traffic laws through patrol and issuance of citations
* Investigates and prepares crime/traffic reports on criminal activities and traffic accidents
* Files required reports for the court and legal process and appears and testifies in court as required
* Participates in Police Department crime prevention and education programs and activities
* Interacts professionally and respectfully with the public, coworkers and others in the course of daily work
* Regular and timely attendance is required for this position
* Must report to work for duty outside normally scheduled work hours in response to natural disasters, emergencies or critical incidents as determined by Police Department Administration

The following forms must be filled out and turned in to Town Hall at 102 W Bailey Street, Ponder, TX 76259 to be considered for this position.

**Town of Ponder Employment Application –** <https://www.pondertx.com/administration/page/employment-application>
**TCOLE Personal History Statement** – <https://www.pondertx.com/administration/page/tcole-personal-history-statement>