



# Town of Ponder Job Description



TITLE		Patrol Officer	
REPORTS TO	Chief of Police	PAY RANGE	Competitive Salary
DEPARTMENT	Police	FSLA	Non-Exempt
DATE	4/7/2026	JOB FAMILY	Police

## GENERAL PURPOSE:

The Town of Ponder Police Department is seeking dedicated, service-oriented individuals to join our team as a Patrol Officer. This position offers an opportunity to serving a fast growing community while working in a supportive, proactive law enforcement environment. Under the general supervision of the Police Chief and/or assigned supervisor, the Patrol Officer performs a variety of law enforcement duties including patrol, investigation, traffic enforcement, and community engagement to ensure the safety and security of the citizens of Ponder.

## PRIMARY DUTIES AND RESPONSIBILITIES

- Patrol assigned areas to deter crime and enforce local, state, and federal laws
- Respond to calls for service, including emergencies and non-emergency situations
- Conduct traffic enforcement, issue citations and warnings
- Investigate criminal offenses, accidents, and suspicious activities
- Prepare accurate and timely reports and documentation
- Make lawful arrests when necessary
- Provide community-oriented policing and maintain positive public relations
- Assist other agencies as needed
- Testify in court and assist with prosecution of cases

## MINIMUM QUALIFICATIONS

- Must be at least 21 years of age
- High school diploma or GED required
- Must possess a valid Texas driver's license
- Must be licensed by the Texas Commission on Law Enforcement (TCOLE)
- No felony convictions or disqualifying criminal history
- Ability to pass background investigation, physical exam, and drug screening



# Town of Ponder Job Description



## **PREFERRED QUALIFICATIONS**

- Prior law enforcement experience
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Commitment to community policing and professional conduct

## **WORKING CONDITIONS**

- Shift work required, including nights, weekends, and holidays
- Department operates on a 24/7 schedule
- Fixed shifts may be assigned based on department needs

## **BENEFITS**

- Health, dental, and vision insurance
- Retirement plan (TMRS or applicable system)
- Paid vacation and holidays
- Uniforms and equipment provided

Employee Signature:	Date:
Director Signature:	Date: