

**CITY OF BLUE MOUND**  
**JOB DESCRIPTION – CERTIFIED POLICE OFFICER**

**Department:** Police  
**FLSA Status:** Non-Exempt  
**Closing Date:** June 01, 2026

**POSITION SUMMARY**

Under general supervision, this position is responsible for enforcing federal, state, and local laws and ordinances; protecting life and property; preventing crime; and working collaboratively with the community to maintain order and promote public safety.

Employees in this position must exercise sound judgment within the limits prescribed by laws, regulations, and departmental policies while receiving guidance from a supervisor. Work is reviewed through activity reports, performance evaluations, and periodic observation. Performs related duties as assigned.

**MAJOR DUTIES, FUNCTIONS, AND RESPONSIBILITIES**

- Patrol assigned areas, conduct security checks of businesses and residential areas to deter and detect criminal activity.
- Respond to calls for service, emergencies, and citizen requests.
- Enforce federal, state, and local laws and ordinances.
- Conduct lawful arrests, searches, and seizures in accordance with applicable laws and departmental policy.
- Investigate crimes, traffic collisions, and other incidents
- Collect, document, and preserve evidence.
- Prepare thorough, accurate, timely reports and maintain accurate written and digital documentation
- Utilize department records systems and digital reporting platforms.
- Build positive relationships with residents, businesses, and community partners.
- Participate in community events and crime prevention initiatives.
- Provide assistance, information, and referrals to community resources.
- Uphold department policies, procedures, and ethical standards.
- Maintain integrity, confidentiality, professionalism, sound judgment and emotional intelligence at all times.
- Operate body-worn cameras, in-car video systems, and mobile data terminals.
- Exercise responsible stewardship of public resources, equipment, and departmental assets.
- Operate department vehicles in both emergency and routine situations.
- Collaborate, share information and work with supervisors, peers, partner agencies as directed and appropriate.
- Support department goals, initiatives, and community programs

- Assist other officers, EMS personnel, firefighters, animal control, and other City departments as required.
- Maintain required certifications, license, participate in ongoing training, professional development, stay updated on legal, best practices, and departmental policies
- Maintain proficiency with firearms, radar equipment, radio communications, and defensive tactics in accordance with department policy and all applicable training standards.
- Train and mentor newer officers when appropriate.

**WORKING CONDITIONS**

- Work is performed in a variety of environments including indoors, outdoors, in and around vehicles and in all weather conditions.
- Regular exposure to stressful, emotionally challenging, unpredictable, and potentially dangerous situations.
- Shift work required, including nights, weekends and holidays.
- Physical activity may include running, crawling, kneeling, pulling, sitting, squatting, stooping, pushing, climbing, lifting, restraining individuals and standing or sitting for extended periods.
- Requires wearing and carrying standard law enforcement equipment including body armor, firearms, radios and duty gear.

**MINIMUM QUALIFICATIONS**

- Must be at least 21 years of age (or as required by state law).
- High school diploma or GED required; college coursework preferred.
- Must possess a Texas Commission on Law Enforcement (TCOLE) Peace Officer License.
- Valid Texas driver’s license with acceptable driving record.
- Must pass a background investigation, interview process, and all TCOLE-required screenings.
- Must be a U.S. citizen by birth or naturalization.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to execute other duties not mentioned that are of similar kind or level of difficulty.

**APPROVAL AND ACKNOWLEDGEMENT**

Chief of Police Signature:

Date:

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Employee Signature:

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Date:

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