



MUSTANG RIDGE POLICE DEPARTMENT

12800 U.S. Highway 183 South
Mustang Ridge, Texas 78610
Office: 512 243-1005 - Fax: (512) 243-2522



Rolando Belmares
Chief of Police

JOB DESCRIPTION

Title: Police Officer

Department: Mustang Ridge Police Department

Salary: \$68,000, Plus full benefit package

GENERAL DESCRIPTION:

Performs public safety work as a first responder. Work involves the enforcement of criminal and general laws of the State of Texas and the enforcement of rules and regulations of the appointing agency regarding traffic, safety, and security of persons and property.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Patrol within city limits to promote public safety and enhance the quality of life in assigned area.
- Respond to all calls for police service assigned and take necessary action.
- Secure crime scenes and arrest suspect(s) in all misdemeanor and felony offenses.
- Direct traffic, issue citations, conduct directed patrols and investigate accidents.
- Complete patrol, information, offense, traffic and arrest reports.
- Conduct and assist in criminal investigations, to include writing arrest and search warrants.
- Guard and transport prisoners.
- Testify as a witness in court (traffic and criminal offenses).
- Operate and maintain vehicle and personal equipment.
- Attend and complete all required training in person and online.
- Store, tag, and log evidence and recovered property.
- Maintain a positive, friendly, and effective working relationship with the general public and co-workers.
- Report any unsafe, hazardous, or perilous conditions to the proper authority.
- Adhere to the personnel, safety, and departmental policies, procedures, and Administrative Orders.
- Administers first aid in emergency situations to all in need.
- Attends and plans safety programs and community events
- May interact with individuals with mental and emotional illnesses.
- Enforce all city ordinances and conduct and investigate code compliance violations.
- Inform supervisor of all work activities.

ADDITIONAL DUTIES & RESPONSIBILITIES:

- Regular and punctual attendance is required.
- Respond outside of normally scheduled work hours in response to special events, natural disasters, emergencies, or critical incidents as determined by the City.
- Other duties as assigned.

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REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

- General working knowledge of law enforcement regulations.
- Excellent oral, interpersonal, and written communication skills. Bilingual skills preferred.
- Ability to work well under pressure; prioritize effectively; exhibit appropriate decision making; and perform successfully in a dynamic, changing environment with professionalism, flexibility, and adaptability.
- Ability to utilize strong observation and attention to detail, and effective memory and detail recall.
- Ability to work effectively in a team environment, and treat employees, co-workers, and customers with professionalism, courtesy, and respect. Ability to maintain strict confidentiality.
- Ability to exercise good judgement and appropriate decision making in all activities.
- Ability to adhere to all department and City policies and procedures.
- Ability to work all shifts, including nights, evenings, weekends, holidays, and on-call

MINIMUM QUALIFICATIONS:

- High School diploma or a equivalency certificate.
- Basic Peace Officer license from the Texas Commission on Law Enforcement (TCOLE).
- Must have valid Texas Driver's license and safe driving record.
- Must pass a pre-employment screening, in-depth background check and employment eligibility verifications.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Work performed indoors in climate-controlled facilities and outdoors in all weather and temperature extremes. Officer subject to extensive travel throughout an assigned patrol area on foot or in a vehicle, and will be exposed to stressful, hostile and dangerous situations/conditions. Officer must be able to run, jump and climb on various inclines, terrain and surfaces, and lift, carry, push, and/or drag objects or persons weighting up to 150 pounds unassisted. Job requires the ability to drive in all weather conditions and read license plates, tags, street signs, and addresses from long distances at various speeds, day and night. Officer must use safety equipment in the performance of the duties of a Police Officer. All safety guidelines must be observed and safety equipment worn where required

EQUAL EMPLOYMENT STATEMENT: *The City of Mustang Ridge provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the City of Mustang Ridge complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. The physical demands described in this document are representative of those that must be met by an employee to successfully perform the essential functions of this jobs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

For any questions, please email: recruiting@mustangridgetx.gov

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