

City of Fritch
Job Description
(Latest Update: 03/16/23)

TITLE: Police Officer
FLSA: Exempt

SUMMARY OF POSITION/DUTIES

Works under limited supervision. Acting under guidance from the Chief of Police, responsible for general law enforcement and public safety activities in the City of Fritch. Provides police protection and law enforcement services to all residents and visitors of Fritch. Responsible for implementing an adequate regimen of police services. Through the Chief of Police, coordinates with other local, county, and state law enforcement to ensure adequate protection of the City and its occupants. Ensures that adequate police protection is available when on duty and when instructed by the Chief of Police. Enforces City ordinances and State laws in an equitable and consistent manner. Responsible to act in accordance with official policies, meeting all legal requirements and defining levels of service for police functions.

Responsible for general maintenance on all equipment and vehicles issued to the officer. Ensures that all relevant equipment and vehicles are maintained in operational order and in a manner that presents a professional appearance.

Maintains an open line of communication with the Chief of Police and fellow officers concerning items of importance regarding assigned duties and in a manner that maintains good order and discipline within the Department and City.

This is a non-supervisory position that reports to the Chief of Police. Officers have regular contact with the general public, other law enforcement, City employees and elected officials.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Be a US citizen, by birth or naturalization, at the time of application.
- Be 21 years old.
- Be a high school graduate or hold a high school equivalency certificate.
- If a veteran, show proof of an honorable discharge.
- Hold a valid and current Texas driver's license.
- Not have any history of felony convictions nor of convictions for disqualifying misdemeanors
- Graduated from an accredited law enforcement training academy.

REQUIRED CERTIFICATES/LICENSES

- TCOLE Basic Peace Officer License
- TCOLE Basic Certificate, TCOLE Intermediate Certificate preferred.
- Continuing education as required by TCOLE.

EQUIPMENT/TOOLS OPERATED

Firearms (including pistol, shotgun, and rifle)

Patrol Radar

Patrol Vehicle

Computers and related equipment

Other items as may be assigned by the Chief of Police

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

**No one will perform the duties of a higher position without prior authorization from an individual authorized to approve.*

**The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*