

**THE CITY OF RHOME, TEXAS**  
**POSITION TITLE: POLICE OFFICER**

**SCOPE OF RESPONSIBILITIES**

Full-time position with benefits works under the direct supervision of the Chief of Police, performs criminal investigation duties; provides professional expertise and coordinates assigned activities within the department and with outside agencies; fosters cooperative working relationships with others on police matters; performs related work as assigned.

**EXAMPLES OF WORK**

**ESSENTIAL FUNCTIONS**

Duties may include, but are not limited to, the following:

- Represents the City in law enforcement matters and in other areas of responsibilities.
- Conducts criminal investigations, which includes interviewing witnesses, victims, and suspects, and collecting information and evidence that would lead to the apprehension and conviction of suspects.
- Investigates all types of criminal cases assigned.
- Conducts extensive crime scene investigations and gathers and processes evidence that would aid in the identification, apprehension and conviction of suspects.
- Photographs crime scenes.
- Conducts undercover/surveillance work when necessary.
- Prepares search and arrest warrants.
- Keeps up with legal updates concerning investigations.
- Performs and/or coordinates activities to gather information that can be used to develop evidence of criminal activity.
- Prepares reports and cases for the District and County Attorney's Offices. This includes the review, critique and returning officers own view arrest reports to ensure that they are very precise, complete and provide the prosecutor(s) with easy to understand cases.
- Utilizes and maintains surveillance equipment.
- Makes arrests with and without warrants.
- Conducts interrogations and interviews and obtains oral and written confessions of crimes.
- Controls chain of custody of physical evidence from crime scenes, crime laboratories, evidence lockers to courtroom.
- Returns evidence to the proper owner when the case has been disposed.
- Testifies in court when required.
- Provides other personnel with updated information on intelligence and current laws.
- Serves as a patrol officer as needed.
- Prepares incident/supplement reports in criminal cases.
- Coordinates the development of and utilizes confidential informants to assist in criminal investigations.
- Plans and implements crime prevention programs including Neighborhood Crime Watch.
- Performs other duties as may be assigned.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

### **MINIMUM QUALIFICATIONS**

#### **Ability to:**

- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and city staff.
- Exercise sound independent judgment within general policy and administrative guidelines.
- Subject to supervision by the Chief of Police.
- Cooperate and coordinate with other law enforcement agencies.
- Walk, run, sit and drive.
- Handle firearms and maintain certification and firearms proficiency in accordance with TCOLE regulations.
- Effectively use physical force to apprehend and restrain prisoners.
- Hear and effectively communicate with citizens and in the courtroom as well as over the telephone and via two-way radio.
- Have normal visual acuity that is correctable to 20/20, and must be able to distinguish the colors red, green, and yellow.
- Encourage and facilitate a harmonious working environment.
- To that end, the following interpersonal and personal characteristics are expected:
  - Displays enthusiasm for the job, which includes attendance, performance, and conduct;
  - Ability to work effectively and cohesively with others;
  - Demonstrates professionalism, integrity, dependability, and maturity;
  - Displays courteous, respectful, and polite demeanor towards co-workers and members of the public; and,
  - Recognizes the importance of being a team member that creates a positive working environment.

#### **Knowledge of:**

Demonstrates sound knowledge of criminal law, investigation and crime prevention methods, and the knowledge of the rules of evidence and the laws governing the custody of persons and search and seizure.

Applicable state and federal constitutions and laws regarding duties and responsibilities of police and law enforcement officers.

Principles and practices of law enforcement, investigation, patrol, community services, and related police services. Criminal law, codes, ordinances and court interpretations including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence.

Pertinent Federal, State and local laws, regulations, codes, ordinances, and policies.

Effective leadership, mentoring, team building, methods and problem solving techniques.

Persuasive written and oral communication and presentations with individuals and before groups.

First aid and other life-saving techniques normally utilized by police and law enforcement personnel.

## **QUALIFICATIONS**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

### **Experience:**

Three (3) years of experience as a full time commissioned peace officer

### **License and Certification:**

Must meet requirements of Texas State Law and Texas Commission on Law Enforcement for appointment as a peace officer.

### **Special Requirements**

Must be able and willing to work the hours necessary to accomplish assigned duties; attend evening meetings and/or critical events and activities, as appropriate; and travel out of town as necessary to attend and/or participate in workshops, conferences, seminars, and meetings during work and non-work hours.

### **Ethical and Moral Requirements**

As a law enforcement official of the city, must be of the highest moral and ethical character, and be willing to comply with all applicable laws and regulations, and will be expected to conduct the job functions and outside activities with the highest degree of fidelity, morality and ethics.

## **TOOLS**

Police vehicle, police radio and radio system, radar gun, handgun, shotgun, Taser or other stun gun, and other weapons as required, side-handle baton, handcuffs, breathalyzer, pager, first aid equipment, body and/or dash cameras, personal computer and peripheral equipment and software.

## **ADA COMPLIANCE**

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, stand, talk or hear. The employee may sometimes be required to directly participate in law enforcement activities, and may be required to drive, stand, walk, run, use firearms and other law enforcement tools with sound judgment and proficiency, use hands to operate equipment, objects, tools, or controls; and reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; perform first aid and other life-saving techniques, and taste or smell.

The incumbent must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include

close vision, color vision, and the ability to adjust focus. Incumbent must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the incumbent occasionally works in outside weather conditions. The incumbent is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, as well as the potential for interaction with violent criminal offenders.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

### **REASONABLE ACCOMMODATIONS**

The City of Rhome is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Rhome will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### **BENEFITS & COMPENSATION**

The Police Officer position is a full-time position with paid benefits for employees which include health, dental, short-term disability, long-term disability and life insurance as well as TMRS retirement benefits. The City of Rhome offers a competitive Paid Time Off (PTO) program. All benefits are subject to approval by the City Council and may be changed or modified. Compensation will be based on qualifications within a range of (\$37,128 to \$41,496).

### **TO APPLY**

Interested persons should submit a City of Rhome application along with a Rhome Police Department personal history statement to the City of Rhome. To request an application or submit questions, contact Chief Sam Love at 817-636-2400 or via email at [slove@cityofrhome.com](mailto:slove@cityofrhome.com).