

## Police Officer

### Job Description

#### City of Lyford Police Officer

##### Job Summary:

**The Lyford Police Department** is looking for community-minded person for the position of Police Officer. We are looking for an Officer that wants to be part of the Lyford community. The applicant must be TCOLE Certified.

##### Organizational Structure:

**Reports to:** Chief of Police

**Directs:** N/A

##### Knowledge/Skill Requirements:

- Ability to communicate (read, write, and speak) effectively in the English language, English usage, spelling, grammar, and punctuation
- Modern office procedures, methods, and equipment including computers
- Business letter writing and basic report preparation
- Perform required mathematical computations
- Effectively communicate technical information, orally and in writing, to contractors, property owners, employees, other governmental agency representatives, City officials, and the public
- Analyze situations, problems, and data, and use sound judgment in drawing conclusions and making decisions
- Establish and maintain working relationships with citizens, employees, supervisors, and the public
- Handle stressful situations and effectively deal with difficult or angry people
- Enforce laws, ordinances, codes, and regulations of the City and State; with firmness, tact, and impartiality
- Learn local geography including the location of streets, water mains and hydrants, and the major hazards of the City
- Stay abreast of new codes and ordinances in the field
- Prepare clear and accurate correspondence, documents, and reports
- Prioritize and organize various assignments to produce efficient and effective results
- Communicate clearly and concisely, both orally and in writing
- Maintain appropriate performance regarding assigned duties and responsibilities to include but not limited to:
  - holding and sorting reports and paperwork
  - sitting or standing for extended periods
  - performing the functions of data entry on a personal computer
  - vehicle operation in the performance of a variety of errands
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Thorough working knowledge of City ordinances and state and federal laws relating to police operations.
- Ability to understand detailed written and verbal operating procedures and instructions.

- Ability to establish and maintain professionally effective working relationships with prosecutors, judges, co-workers, other law enforcement personnel, EMS and fire personnel, the general public, and representatives of state, federal, and local government agencies.
- Ability to remain calm, make sound decisions, and respond appropriately during stressful situations and under adverse conditions.
- Ability to safely operate a patrol vehicle and all related equipment, including laptop computers, radio, radar, and video camera systems.
- Good communication (verbal and written) skills.
- Proficiency with weapons, and patrol car equipment, Weapons proficiency is to be demonstrated quarterly as prescribed by TCOLE or departmental policy
- Ability to maintain currency in required TCOLE and departmental training.

**Education/Experience/Certification Qualifications:**

- High school diploma or equivalent.
- Completion of approved Basic Peace Officers Certification Academy.
- Certified Peace Officers Certificate from the Texas Commission on Law Enforcement Officer Standards and Education (TCOLE).
- Valid Class C Texas driver's license.

**Physical Job Requirements:**

- Verbal and written communications.
- Occasional strenuous activity, including running, jumping, climbing, lifting up to 50 lbs., and carrying, or any other physical activity required to pursue and arrest suspects effectively.
- Extended periods of sitting at a desk or in a vehicle.
- Operation of the patrol vehicle and related equipment.  
Satisfactory physical, psychiatric, and drug testing.

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

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms.

Vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually moderately quiet.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management's right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

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Employee Acknowledgement by Signature

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Printed Employee Name

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Date