

**CITY OF ARANSAS PASS**  
JOB DESCRIPTION

**POLICE OFFICER**

**PAY GROUP:** Patrol **DEPARTMENT:** Police **REPORTS TO:** Patrol Captain **PAY:** \$25.77 - \$29.27/HR

**SUMMARY:** Responsible for police patrols within the tri-county, city limits of Aransas Pass, Tx. and enforcing federal, state, and city laws. When/If assigned to the school, responsible for patrolling school grounds, enforcing same.

**ESSENTIAL FUNCTIONS:** An Aransas Pass police officer is responsible for working shift work, on holidays, and sometimes under hazardous conditions. The police officer will patrol inside an emergency vehicle or patrol boat, enforcing traffic laws, state, federal and local criminal/ordinance laws. The police officer will interact professionally and courteously with both members of the community and those visiting the city of Aransas Pass, Tx. The police officer will be proactive and thorough in their performance of police duties, always striving for a solution and/or positive conclusion in all police activities he/she is involved in. Our mission emphasizes smart policing.

This description is an abbreviated example of the job duties assigned and should not be considered as an all-inclusive description of what the job will entail. Duties change and new tasks may be added from time to time.

**QUALIFICATION FACTORS:** The police officer applicant shall be fully licensed by T.C.O.L.E. and in good standing. Candidates shall meet the following minimum standards established by T.C.O.L.E. (37 Tex. Admin. Code § 217.1):

- Citizen of the United States;
- Must be 21 years of age or older;
- Have received from an accredited school at least one of the following:
  - A valid high school diploma or GED,
  - An associate degree, or
  - Bachelor degree, master degree, or Ph.D.;
- Fingerprinted for local, state and national records
- Not have received a conviction, pre-trial diversion, deferred adjudication, community supervision or probation for any of the following:
  - Any offense above a Class B misdemeanor,
  - A Class B misdemeanor if the date of the court order granting community supervision or probation is within the last 10 years,
  - An offense involving family violence, as defined under Chapter 71, Texas Family Code;
- Not be currently charged with any criminal offense for which a conviction would be a bar to licensure;
- Not prohibited by state or federal law from operating a motor vehicle, or possessing firearms or ammunition;
- Submit to a City approved medical examination prior to appointment to ensure the candidate is physically sound and free from any defect which may adversely affect the performance of a peace officer's duties and that the candidate shows no trace of drug dependency or illegal drug use;
- Hold a valid class C Texas driver's license with good standing traffic history;
- Must be of good moral character with a stable employment record and no history of conduct that may affect suitability for law enforcement employment;
- Be in good mental health as required by T.C.O.L.E. (psychological pre-screening required);
- Must have a good working knowledge of computer operations, Microsoft Office software, and technology in general;
- Must be able to independently make and carry out decisions under high-stress situations and without supervision, both while maintaining one's composure when handling emotionally charged events;
- Must be able to multitask and capable of going from one task to the other both expeditiously and efficiently;
- Have excellent communication skills and be personable;
- Free from any prohibitive criminal history activity as defined within the T.C.O.L.E. rules for licensing;
- If prior military, hold no less than an honorable discharge;
- Hold no less than a general discharge from T.C.O.L.E. for all previous peace officer employment;
- Be free from any T.C.O.L.E. mandated license suspensions or revocations;

**MINIMUM EXPERIENCE AND/OR CERTIFICATION:** Police experience is not required for patrol. However, quality experience is always preferred.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:** Lift and carry up to 80 pounds and pull or push up to 100 pounds of equipment and materials. Climb, crawl, kneel, squat, stoop and bend freely when working. Sit or stand for extended periods of time. Must see and hear clearly when working around equipment and in traffic, using proper safety precautions. Must be able to drive and have a good driving history. Work indoors and outdoors in extreme temperatures including heat, cold, temperature swings and inclement weather. Employee may be exposed to dust, odor, electrical, mechanical, and chemical hazards, using proper safety precautions. Applicants will be subject to a

**CITY OF ARANSAS PASS**  
**JOB DESCRIPTION**

mandatory pre-employment background investigation, psychological testing, random drug and alcohol testing and post-accident drug and alcohol testing. A demonstration of these physical abilities may be requested before appointment.

The applicant will be subject to being called in with little to no prior notice. The police officer employee must update the department with a current address, email, and telephone number.

**COMPENSATION:** The pay range for this position is based on qualifications. After successfully completing the probationary period, the officer will receive a \$6,600.00 annual increase paid monthly and as budgeted by the Crime Control and Prevention District Board (subject to annual budget renewal by the Crime Board). This pay is referred to as the First Responder Retention Stipend.