



Mustang Ridge **Police Department**



EMPLOYMENT OPPORTUNITY

POLICE OFFICER – JOB DESCRIPTION

The Police Officer is responsible for performing a variety of duties involved in the enforcement of law in order to protect lives and property. This position requires investigative work and proactive policing to prevent crimes. Duties include patrolling within the city limits, enforcing state law, city ordinances and local traffic regulations and providing the highest level of customer service. Additional duties include participating in community-based police activities and programs and performing in a variety of technical and administrative tasks as assigned.

Essential Functions:

Essential Functions may include, but are not limited to, the following:

- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- Record facts to prepare reports that document incidents and activities.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- Review facts of incidents to determine if criminal act or statute violations were involved.
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- Testify in court to present evidence or act as witness in traffic and criminal cases.
- Relay complaint and emergency-request information to appropriate agency dispatchers.
- Monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.
- Photograph or draw diagrams of crime or accident scenes and interview principals and eyewitnesses.
- Evaluate complaint and emergency-request information to determine response requirements.
- Patrol specific area on foot or motorized conveyance, responding promptly to calls for assistance.
- Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.
- Direct traffic flow and reroute traffic in case of emergencies.
- Issue citations or warnings to violators of motor vehicle ordinances.
- Inform citizens of community services and recommend options to facilitate longer-term problem resolution.
- Provide road information to assist motorists.

Minimum Qualifications:

Applicant must have a minimum of:

- Applicants must meet all the requirements of the Texas Commission on Law Enforcement for holding a peace officer license and must be a licensed peace officer in the State of Texas.
- Be at least 21 years of age.
- Must be a citizen of the United States and have permanent residence in the State of Texas prior to becoming appointed as an officer.
- Must be able to perform the duties as described in the job description and successfully and complete the physical, drug screening and psychological examination.
- A thorough background investigation is conducted on all aspects of your Personal History Statement. You must be able to establish evidence of your good moral character and a well-adjusted personality. There cannot be any traits displayed which do not meet the standards of acceptable conduct. Evidence of conduct which could bring discredit upon the reputation of this department, is grounds for rejection or termination if appointed and later found.
- Past employment history, number of jobs, reasons for leaving, and employment references will be considered. Unfavorable records may be grounds for rejections. All cases will be evaluated.
- Any applicant who has been charged with a crime above a class "C" misdemeanor within the past six (6) months will not be considered.
- Applicants convicted of a crime above a class "C" within the last five (5) years may be rejected.
- A felony conviction will be cause for rejection.
- Discovery of bad moral character, membership in an organization advocating the overthrow of the government, dishonorable discharge from the U.S. Military, mental or emotional instability, excessive traffic convictions, DWI or DUID charges, along with DWLS charges are grounds for rejection.

Position Requirements:

Standing, sitting, lying down, kneeling, twisting upper body, climbing, crawling, bending, stretching, walking, running, jumping, carrying, listening, using radios, talking, telephone use, use of computers extensively, qualifying with duty weapons, carrying of a duty weapon and other assigned tools, exposure to all outdoor conditions as well as inclement weather to include but not limited to sun, rain, heat or cold, possibility of exposure to bio-hazard and hazardous materials, exposure to animals (wild & domestic) and has the ability to take physical control of another person as required and needed.

Work Environment:

The work is typically performed in a physically threatening environment that requires this position to make life and death decisions for themselves and others. Incumbent is subject to working with exposure to difficult circumstances, including exposure to dangerous situations, hazardous materials and all weather conditions.



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Benefits:

- Starting salary \$46,932.89
- Texas Municipal Retirement System
- Employee Assistance Program
- Employee Life Insurance
- Medical Insurance
- Vision Insurance
- Dental Insurance
- Social Security
- Uniforms provided

Paid Leave Benefits:

- 13 paid Holidays per year
- 2 personal holidays
- Vacation Leave
- Sick Leave

Join Our Team Today!

The City of Mustang Ridge is a rapidly growing city situated along US Hwy 183 and is located primarily in Travis County with portions in Caldwell and Bastrop County. We are minutes away from Circuit of the Americas and Austin-Bergstrom International Airport. It is an exciting time for our agency and our City. We have an excellent working relationship with our community and surrounding agencies, and all work together for criminal intelligence and support.

As we continue to grow, we will have to meet the needs for Police services. We depend on qualified, exceptional people to fill our vacancies. Our hiring process is time-consuming and sometimes challenging as we expect cooperation from the applicant who wants to join our team. Email Recruiting@mustangridgetx.gov to submit your background packet and personal history statement if you are up for the challenge (see our website at www.mustangridgetx.gov). Please email us or call to speak to a recruiting representative.

Once you have completed your background packet, you will be assigned a background investigator. This investigator is your primary contact during the hiring process. TCOLE licensed applicants will go through a thorough background investigation, qualify with firearms, undergo a drug, medical and psychological evaluation, and perform several interviews.