



City of Hudson Oaks

Employment Opportunity

Police Officer

Application Deadline: August 25, 2017

Progressive, growing, professional agency seeks inspired, enthusiastic, creative officers who want to 'protect and serve' in a unique environment. Hudson Oaks is a small, close-knit community of highly involved citizens who have high expectations of and for the city and its municipal government. The City and the police department value integrity, customer service, professionalism, accountability and education. The progressive nature of the organization has made the police department a well-respected, leading agency in the county. This organization demands high-caliber officers who are able to think creatively and act professionally to serve the needs of a rapidly growing community. The City is currently recruiting for the purposes of filling one vacant position and establishing a hiring list of candidates for any police officer positions that may open later in the 2018 fiscal year.

Brief position description: Perform the daily activities of an assigned police unit under the general direction of a police corporal or sergeant. (A complete job description is available for review on the City's website at www.hudsonoaks.com.) Officers typically work 12-hour shifts.

Minimum Qualifications: A high school diploma or equivalent is required. Must have completed a basic police officer academy and received a Basic Peace Officer Certification issued by TCOLE. A Texas Class C driver license and liability vehicle insurance are required. Further qualifications can be found in the complete job description available on the City's website at www.hudsonoaks.com.

Disqualifiers – Drug Use: Engaged in the use of marijuana in the past 24 months. Engaged in the use of any other illegal drug within the past five (5) years. Engaged in the use of any drug that was prescribed for another - Disqualification will depend on the narcotic used and circumstances of use.

Salary & Benefits: The starting salary for this position is \$42,000 during the one year probation period, and \$48,000 once training and the first year has been successfully completed; education/certification pay may also be available for degrees/certifications beyond the minimum required. The City of Hudson Oaks is part of the Texas Municipal Retirement System. The City matches 7% employee contributions 2 to 1. Employees are vested after five (5) years, and may retire at age 60, or at any age after 20 years of qualified service. Employer-provided medical and dental insurance benefits are part of the City of Hudson Oaks comprehensive benefit package. Additional dental, vision, life and other health insurance options are available at the employee's expense. Employees may also choose to enroll their family members in the City's group plan.

The City participates in a Health Reimbursement Agreement plan through which the City provides each employee \$1000 per year and covers employee deductibles after \$500 in eligible expenses and family deductibles after an additional \$500 in eligible expenses.

Testing & Examinations: All qualifying applicants must complete a Personal History Booklet (PHB), and shall be administered a written examination and a physical assessment test (qualify/disqualify basis only). Applicants who continue in the process will complete an oral interview, thorough background investigation, medical examination (including a drug screen), and psychological examination.

To Apply: Complete an application for employment, which is available on the City of Hudson Oaks website at www.hudsonoaks.com. Send application and resume to the City of Hudson Oaks, attn: City Secretary Shelley Scazzero TRMC, 210 Hudson Oaks Drive, Hudson Oaks, Texas 76087. Applications may also be submitted by email to Shelley.Major@hudsonoaks.com. Questions about the position or application process should be directed to the police chief at michael.baldwin@hudsonoaks.com or at 682-229-2454.

City of Hudson Oaks POSITION DESCRIPTION

Job Title: Police Officer
Reports to: Patrol Corporal
FLSA Category: Full Time - Non-Exempt
Date Revised: March 22, 2017

BRIEF DESCRIPTION OF THE POSITION:

Under general direction, performs law enforcement and crime prevention duties that ensure citizen safety, protection of life and property, and compliance with City, State and Federal laws.

ESSENTIAL DUTIES:

Description of job duties
Patrols an assigned area via foot and auto to ensure law compliance and to investigate suspicious activities, individuals or conditions.
Performs arrests of individuals who violate the law and/or ordinance.
Subdues violent individuals.
Enforces City, State, and Federal laws.
Responds to calls for assistance and provide necessary police protection.
Issues traffic citations or warnings; investigates traffic accidents; and directs traffic.
Processes prisoners into jail facility.
Compiles, prepares and submits reports.
Apprehends, interrogates and makes arrest of individuals who violate the law and/or ordinances.
Conducts preliminary investigation of crimes and crime scenes to uncover and document relevant evidence and/or testimony.
Conducts searches according to due process procedure and collects physical evidence.
Testify in court and legal proceedings.
Writes arrest and search warrants if necessary.
Conducts searches and collects physical evidence.
Interviews witness, victims and complainant; takes statements.
Interacts with community to establish rapport.
Complete and/or Attend training courses and seminars to maintain valid licensing.
Performs other related duties as required.
Adheres to assigned work schedule as outlined in Department and City policies and procedures; ensures all behaviors comply with all Department and City written policies.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- City ordinances, federal and state laws.
- Hudson Oaks Police Department General Orders, Code of Conduct and written policies.
- Arrest, search and seizure laws.
- Arrest and defense techniques/methods.
- Approved practice, principle, and procedure of policing.
- Weapon and equipment.
- Computer operations.

Skill in:

- Oral and written communication.
- Usage of multiple weapons systems including pistols, shotguns, impact weapons and Tasers
- Arrest, search and seizure techniques,
- Operation of police radio, computer and other departmental technology.

Ability to:

- Follow law enforcement rules and procedures.
- Work varied hours as responsibilities require.
- Prepare clear and concise reports.
- Interact and communicate with others in an assertive manner.
- Evaluate information of an uncertain or conflicting nature and make appropriate decision with regards to the law.
- Solve problems when all necessary facts are not given.
- Remain calm and work fast in emotionally stressful or emergency conditions.
- Establish and maintain a positive working relationship with fellow employees and the community.
- Use City of Hudson Oaks Police Department uniform and protective equipment.
- Safe operation of police motor vehicles.
- Enforce city, state, and federal laws.
- Pursue and subdue violent individuals.
- Conduct arrests and investigations.
- Transverse uneven terrain.

Minimum Qualifications

- High School Diploma or equivalent is required
- Must be able to speak, read and write the English language.
- Must be a United States Citizen.
- 21 years of age.
- Must have completed a basic police officer academy and passed TCOLE licensing exam

REQUIRED CERTIFICATES AND LICENSES:

- Texas Class C driver license
- Liability vehicle insurance
- A Peace Officer License issued by TCOLE

ENVIRONMENTAL AND SAFETY FACTORS:

Generally, work will be performed outside in variable weather situations and working conditions. Exposure to emotionally stressful, hostile, dangerous, emergency situations and/or conditions; lifting, carrying, pushing, and /or dragging of objects weighing up to 200+ pounds, running, jumping and climbing various inclines, elevated surfaces, terrains, and/or obstacles in pursuit of violators; subject to hazardous and potential physical damages inherent in law enforcement work.

TOOLS AND EQUIPMENT USED:

Police vehicles, pistols, shotguns, AR-15 patrol rifles, police batons, pepper spray, less-lethal shotguns, tasers, mobile data computers, police radios, speed radar equipment, mobile video cameras, and handcuffs. Also, computers, office and mobile telephones, fax machine, and other standard office equipment.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

Physical Demand	Frequenc y	Description of demand
Standing/Walking	C	As may be necessary to perform essential job duties listed above
Sitting	C	Sitting to work at computer or desk, and for operating vehicle
Driving	C	Looking from side to side. Looking over shoulder.
Lifting/Carrying	F	Carrying duty belt and weapons, lifting injured people, clearing

Physical Demand	Frequency	Description of demand
		debris in roadway.
Pushing/Pulling	O	Restraining an uncooperative violator and or responding to altercations. Opening drawers and cabinets in office.
Reaching	F	Assisting the public in the field. Into cabinets or file shelves in office
Fine Dexterity/Handling	C	Handling weapons and using restraints. Writing and using computer keyboard.
Crouching/Crawling	O	Searching buildings and cars; pursuing violators; accessing drawers or file shelves in office.
Climbing/Balancing	O	Searching buildings, pursuing violators, negotiating rough or uneven terrain, and assisting fire and emergency medical personnel
Twisting	F	Getting in and out of vehicles; handling violent/resistant prisoners/violators.
Kneeling	F	While searching vehicles, qualifying with weapons, or during department training.
Vision	C	Must be 20/20 or correctable to 20/20 in order to drive assigned vehicles. use requisite weapons. Read reports, perceive items of evidentiary value or danger, identify people, observe traffic and read traffic control devices.
Hearing/Talking	C	Hearing and responding to customers, suspects, dispatchers, and fellow officers in person, over the phone, and/or over the radio.
Foot Controls	C	To operate a vehicle.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

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| C Time pressures | C Emergency situations |
| O Irregular schedule | C Danger/physical abuse |
| C Frequent change of task | O Noisy/distracting environment |
| F Tedious exacting work situation | C Working closely with others as part of a team |
| C Performing multiple tasks simultaneously | O Exposure to chemicals, fumes, dusts, vapors |
| O Exposure to extreme temperatures | O Perform duties in inclement weather |

THE CITY OF HUDSON OAKS IS AN AT-WILL EMPLOYER

This position description is not an employment agreement or contract. Management has the exclusive right to alter this position description at any time without notice.