



# MERCEDES POLICE DEPARTMENT

316 South Ohio Ave  
Mercedes, Texas 78570  
(956) 565-3102 Fax (956) 565-2583

Job Title: Police Officer  
Department: Police  
Reports To: Police Chief

## Job Summary

To protect the lives and property of the citizens of Mercedes through the enforcement of federal, state, and municipal laws, codes, and ordinances.

## Job Scope

Works under the general supervision of a police Corporal or Sergeant. May function as a patrol officer, traffic officer, criminal investigator, crime prevention officer, recruitment/field training officer, or any other assignment as designated by the Chief of Police. May function as a field training officer to new recruits when assigned such duty. Assumes supervisory responsibility in the absence of his sergeant or lieutenant or when assigned such authority or any other situation in which he/ she is the highest-ranking officer. Performs daily duties within the community oriented policing philosophy.

## Minimum Qualifications/Acceptable Knowledge, Skills and abilities

1. Ability to perform tasks involving forceful arrests, such as foot pursuits, climbing fences or structures, etc.
2. Knowledge of investigation practices and methods.
  - a) Vehicle accident investigation
  - b) Suspicious conditions and complaints
3. Knowledge of laws relating to search and seizure, arrest and rules of evidence
4. Knowledge of court decisions concerning admissibility of testimony and confessions and testified in court as required.
5. Knowledge of interrogation and interview techniques and methods.
6. Knowledge of the principles of crime prevention
7. Knowledge of the proper procedures for the identification and preservation of evidence.
8. Ability to communicate in writing and orally
9. Ability to establish and maintain good working relations with other agencies, co-workers, municipal officials and the general public.
10. Ability to meet department annual weapons qualifications standards.
11. Ability to communicate by way of a two-way radio
12. Ability to enter and retrieve data from computer systems
13. Skill to interpret and understand Criminal and Traffic Laws, code of Criminal Procedure, City ordinances, City Personnel Policies and Procedures, and police department policies and procedures.
14. Skill in maintaining order in crowds and may occasionally escort parades, funerals or attend other public gatherings.
15. Skill in recording and organizing data.
16. Skill in identifying and using potential sources of data.
17. Skill to make independent judgements.
18. Skill to secure physical evidence.
19. Skill to photograph, fingerprint, and book prisoners into jail.
20. Skill in the use of a computer terminal and peripheral equipment.
21. Skill to follow and present oral and written instructions.

## Principal Duties and Assignments

1. Patrols an assigned area by car, motorcycle, bicycle, or on foot to discourage crime.
2. Makes and assists in making criminal investigations. Secures crime scenes and preserves evidence.
3. Speaks to and works with various community groups.
4. Conducts security checks on commercial buildings.
5. Conducts security checks on residences as requested.
6. Directs traffic.
7. Enforces traffic laws.
8. Investigates traffic accidents and unusual or suspicious conditions.
9. Responds to emergency calls (accidents, burglaries, prowlers, etc.) and takes appropriate action.
10. Prepares for and testifies in court on criminal and traffic cases.
11. Prepares and submits appropriate reports as required.
12. Answer citizen questions concerning laws and city ordinances and provides assistance.
13. Guards and transports prisoners.
14. Serves warrants.
15. Properly maintains vehicle, personal, and assigned departmental equipment.
16. Performs other duties as assigned.
17. Work requires light to heavy carrying and lifting (under 15 pounds up to 45 pounds and over), straight pulling, pulling hand over hand, simple grasping, dual simultaneous grasping, repeated bending, sitting, standing, pushing, crouching, crawling, twisting, kneeling, stooping, climbing stairs and ladders, walking, and reaching above shoulders. Ability to see, write, read, count, identify shade of colors, perceive depth, and hearing is needed to perform the essential functions of this job.

## Qualifications

Any combination of training or experience which provides the following skills and abilities: Knowledge of existing criminal and traffic codes; must be prepared for and capable of dealing with violence directed at himself or others at all time; knowledge of life saving and rescue procedures; proficient in firearms and knowledgeable in self-defense techniques; have sufficient knowledge of departmental policy and patrol procedures and techniques to train other officers.

Associates degree or two years of college from an accredited college or university is preferred. However, a High school graduation or GED is required.

Must be prepared for and capable of dealing with violence directed at himself or others at all time. Must have the ability to effectively use departmental computers. This position is one of high visibility and requires good personal grooming and hygiene habits.

Must possess or obtain a TCOLE Basic PeaceOfficer Certificate.

Must complete a one-year probationary period after graduation from the departmental field-training program.

Must possess a valid Texas driver's license.

Must be a United States citizen.

This job description summarizes essential job functions and minimum job requirements for entry level work. The job description illustrates typical job duties and type of work that is customarily assigned and performed in this position. However, this job description does not represent every aspect of the job nor does it guarantee permanent employment, as all positions with the City of Mercedes are employment at will positions. Job descriptions are subject to periodic update. Immediate modifications may be made to include corrections on standard wages or salaries if necessary. The City reserves the right to change work assignments, work schedules and other aspects of a job. Official job descriptions are maintained and available from the Human Resources Department.  
The City of Mercedes is an Equal Employment Opportunity Employer