



Police Officer

Addison Police Department

ABOUT THE POSITION

Under general supervision of a police sergeant to enforce laws, protect life and property, preserve the peace, apprehend criminals, and investigate traffic accidents. The supervisor usually determines deadlines and priorities. Routine course of action to be followed is generally clear-cut and specific, however, incumbent must be able to act quickly in emergencies and make independent decisions. Position requires constant contact with the public in situations that will require the use of tact, diplomacy, and good judgment.

MINIMUM QUALIFICATIONS

Education/Experience: Applicants applying for entry-level positions in the Police Department are required to have a bachelor's degree from an accredited college or university at the time of their start date with the Police Department.

Applicants possessing at least three (3) years active duty prior military service or two (2) years full-time, paid sworn law enforcement experience are required to have, in lieu of a bachelor's degree, a minimum of sixty (60) semester hours credit from an accredited college or university at the time of their start date with the Police Department.

Knowledge, Skills, and Abilities: Good knowledge of criminal laws and ordinances; skill in the use and care of firearms, vehicles, and related equipment; knowledge of first aid; and the ability to gain compliance with the law in a positive manner. Good verbal and writing skills. Ability to establish and maintain harmonious relations with the community, fellow employees, and Town officials. Must maintain appropriate level of physical fitness required for hire as a condition of continued employment. Must have passing scores on all applicable entrance tests. Minimum age 21 years. Safe driving record. Clear criminal background check, clear polygraph examination and clear pre-employment drug screen.

Certification: Basic certification from TCOLE. Bachelor's degree may be accepted in lieu of TCOLE certification for hire as a Police Cadet. Completion of the TCOLE certification within one year is a condition of continued employment. United States Citizenship is required for TCOLE Certification. Valid Texas Driver's license.



WORK ENVIRONMENT

Duties require exposure to serious physical dangers and extremes in weather and temperature. Sits in vehicle for long periods of time; stands for long periods directing traffic; gets in and out of vehicle repeatedly; stoops, bends, squats, twists upper portion of body, and runs in pursuit of fleeing suspects; may be required to physically overcome suspects. Must maintain appropriate level of physical fitness required for hire as a condition of continued employment.

ESSENTIAL JOB FUNCTIONS

- Patrols an assigned beat by car, motorcycle, and bicycle or on foot to deter crime and observe law violations.
- Responds to emergency calls, routine complaints, and alarm system signals; takes action as necessary.
- Conducts open observation for traffic law violators; directs traffic; writes traffic and parking citations; questions drivers, witnesses or others; takes written statements.
- Checks NCIC and TCIC for information on suspects.
- Inspects residential, commercial and other buildings on assigned beat for indications of criminal activity.
- Conducts preliminary investigations at crime scenes prior to arrival of supervisor. Testifies in court; writes required reports; maintains files; answers phones.
- Makes arrests of persons violating laws and ordinances
- Accompanies prisoners to jail or court.
- Performs other related duties as directed.
- May be assigned specialized duties as criminal investigator, motor officer, bicycle officer or specialized team member.



COMPENSATION AND BENEFITS

The annual salary for Non-Certified Cadets is \$51,979.20.

The annual salary range for Certified Police Officers is \$56,201.60 to \$74,484.80 and is dependent upon qualifications.

The Town of Addison participates in the Texas Municipal Retirement System (TMRS) at a 7% employee contribution rate with a matching rate of 14% contributed by the Town. Additionally, there is an optional Deferred Compensation 457 plan that the Town will match employee contribution at a two-thirds rate up to a maximum of 4%. Insurance benefits premiums are partially paid by the Town with several plan options offered through Blue Cross Blue Shield, and a Dental plan offered through Delta Dental.



ATTENDANCE REQUIREMENTS

Work periods generally consist of three and four day work weeks, totaling 80 hours over a two week period. May work varied shifts, holidays, and weekends. May be required to work overtime as needed and with limited advance notice. From time-to-time, incumbent may be assigned to perform extra job duties that are directly, indirectly or completely unrelated to their normal job functions in the course of presenting the designated special event(s).

APPLICATION PROCESS

To apply for the **Police Officer** position please complete a Personal History Statement packet located on our Police Department Career Opportunities page, and submit with all required documents listed.

Once complete, contact the Addison Police Department at 972.450.7100 to submit an application. The Personal History Statement will be notarized by a representative at the Police Department at the time of submission.

