

CITY OF BROOKSHIRE

JOB DESCRIPTION

Job Title: Police Officer

Department: Police Department

Supervisor: Sergeant

Job Summary

Under the general supervision of a Police Sergeant, the Police Officer performs a variety of law enforcement duties aimed at preserving public safety, protecting life and property, and enforcing local, state, and federal laws. Officers are responsible for proactive crime prevention, community engagement, and ensuring compliance with established policies and procedures. This position requires the exercise of sound judgment, integrity, and professionalism in the performance of duties. Officers are expected to work both independently and collaboratively as part of a team committed to excellence in public service.

Essential Duties and Responsibilities

- Patrol assigned areas of the city by vehicle or on foot to deter criminal activity, enforce laws, and maintain public order.
- Respond promptly to calls for service, emergencies, and incidents involving public safety.
- Enforce city ordinances, state laws, and federal statutes through citations, warnings, or arrests as appropriate.
- Conduct investigations into criminal offenses, traffic accidents, and suspicious circumstances; collect, preserve, and document physical and testimonial evidence.
- Prepare detailed written reports and maintain accurate records of incidents, arrests, and activities in accordance with department policy.
- Testify in court and provide credible, factual testimony when required.
- Engage in community-oriented policing to build relationships and trust between the police department and residents.
- Participate in neighborhood patrols, public events, and outreach initiatives to promote safety awareness.
- Maintain assigned equipment, weapons, and vehicles in a state of operational readiness.
- Administer first aid or coordinate emergency medical response when necessary.
- Manage traffic flow during special events, roadway obstructions, or accidents.

- Assist in executing search warrants, serving subpoenas, and transporting prisoners.
- Participate in ongoing professional development and training to maintain required certifications and enhance operational proficiency.
- Perform other related duties as assigned or directed to support departmental goals and city operations.
- Participate in emergency management operations or disaster response when activated under city or county directives.

Minimum Job Requirements

Education and Experience:

- High School Diploma or GED required; higher education in criminal justice or a related field preferred.
- Must be at least 21 years of age.

Licenses and Certifications:

- Must possess a valid Texas Driver's License and maintain a satisfactory driving record.
- Must hold a current Texas Commission on Law Enforcement (TCOLE) Peace Officer License in good standing.

Skills and Abilities

- Strong interpersonal and communication skills, both written and verbal.
- Ability to exercise discretion, maintain composure, and make sound decisions under pressure.
- Proficient in the use of computers and law enforcement technology systems.
- Ability to interpret laws, ordinances, and department regulations accurately and apply them to field situations.
- Strong organizational and time management skills with the ability to prioritize multiple tasks effectively.
- Ability to interact courteously and professionally with the public, co-workers, and partner agencies.
- Capacity to work flexible shifts, including nights, weekends, holidays, and emergency call-outs.

Essential Behavioral Expectations

All City of Brookshire employees are expected to demonstrate professionalism, courtesy, and integrity. Police Officers must:

- Maintain strict confidentiality regarding investigations, personnel matters, and departmental operations.
- Uphold the highest ethical standards and demonstrate accountability in all actions.
- Foster a positive, team-oriented environment by cooperating with colleagues and supervisors.
- Display professionalism in interactions with the public, city officials, and other agencies.
- Separate personal issues from professional responsibilities while maintaining a constructive attitude at work.

Contacts

Daily interaction with co-workers, other city personnel, citizens, and local, state, and federal law enforcement agencies.

Contacts may occur in person, by phone, or through electronic communication to:

- Provide information, assistance, and instructions.
- Exchange intelligence or investigative leads.
- Gather evidence, witness statements, and suspect information.
- Foster partnerships that enhance public safety and operational effectiveness.

Supervision Received

Operates under broadly defined policies and departmental procedures.

Exercises independent judgment in determining appropriate actions in varied and dynamic circumstances, consulting supervisors as needed.

Physical Demands

- Frequent physical activity requiring walking, running, standing, climbing, bending, and lifting up to 100 pounds.
- Regular use of hands and arms to operate equipment, handle objects, or use firearms.
- Must possess visual acuity (close, distance, peripheral, and depth perception) and hearing sufficient to perform duties safely and effectively.
- Requires mental alertness and stamina to remain attentive during extended shifts or emergency responses.

Work Environment

- Work performed primarily in patrol vehicles and outdoor environments with regular exposure to adverse weather, traffic hazards, and potentially dangerous individuals.
- Subject to stress, physical risk, and emotional challenges inherent in law enforcement.
- Noise levels vary from moderate to very loud depending on assignment and situation.
- Exposure to communicable diseases, hazardous materials, and confrontational situations is possible.

Disclaimer

This job description is intended to describe the general nature and level of work performed by individuals assigned to this position. It is not an exhaustive list of duties, responsibilities, or requirements. The City of Brookshire reserves the right to modify, add, or remove job duties as necessary to meet operational needs.