

Job ID: 34770178  
Job Name: Police Officer  
Position: Police Officer  
Company: Village of Salado

Open until filled

Salary \$18.00 hour

**Brief Description:** **POSITION SUMMARY:**  
This is general duty police work on as assigned shift involving the protection of life and property. To perform a variety of duties in the enforcement of laws and the prevention of crimes; to control traffic flow and enforce State and local traffic regulations; and to perform a variety of technical and administrative tasks in support of the Department.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level officer, supervisory staff.

Does not directly supervise any other positions.

ESSENTIAL FUNCTION STATEMENT—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Patrol a designated area of the Village to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; check buildings for physical security.

Respond to general public service calls and complaints including domestic disturbances, civil complaints, property control, automobile accidents, robberies, and related misdemeanor and felony incidents.

Collect, process, photograph and present evidence including fingerprints and other related physical evidence.

Enforce traffic laws and ordinances; check speed with radar; issue warnings and citations.

May direct traffic at fires, special events, and other emergency or congested situations.

Investigate traffic accidents, conduct investigations of serious injury and fatality traffic accidents.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime and crime prevention.

Prepare reports on arrests made, activities performed and unusual incidents observed.

Investigate crimes; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; apprehend and arrest offenders; testify and present evidence in court.

Maintain custody of prisoners; transfer prisoners to jail.

Other duties may be required and assigned.

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