



The La Vernia Police Department
102 E. Chihuahua St.
La Vernia, TX 78121
Phone 830-779-2113 - Fax 830-253-1198

The La Vernia Police Department is accepting applications for the position of Full-Time Police Officer.

Starting Date: January 2023
Pay Range: \$21.30 - \$24.00 /hr.
12 hr. shifts (84 hr. pay period)
Based on certificate or experience

General Statement of Duties:

Under general supervision, protects life and property of City of La Vernia citizens and visitors by responding to 911 calls for service, gathering information, investigating traffic accidents, arresting subjects, patrolling the City, assessing the needs of victims and providing appropriate resources, and establishing a relationship with businesses and citizens.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Essential duties and responsibilities may include, but are not limited to, the following:

- Responds to emergency and non-emergency calls for service; gathers information at scenes from witnesses, victims, complainants, and suspects to determine if a crime was committed; collects or assists in collecting physical evidence from crime scenes to include photographs and fingerprints; conducts property checks and patrols to identify crimes in progress; performs traffic enforcement and investigates accidents; arrests suspects and issues citations as appropriate; prepares related reports.
- Provides support to Sergeants in monitoring, directing, and providing guidance to Police Officers; reviews completed incident reports, daily activity logs, jail inspection logs, booking logs, and patrol videos; addresses reported complaints against Police Officers.
- Patrols the City to enforce laws and ordinances; conducts traffic stops; identifies and addresses suspicious activities; completes business, residential, and warrant checks; serves subpoenas and warrants.
- Assists in maintaining service equipment; conducts patrol vehicle inspections; refuels and takes inventory of vehicle supplies; maintains service firearm.
- Serves as Bailiff to support City of La Vernia Municipal Court operations; provides court security by screening and checking in defendants; arrests subjects for active warrants; enforces courtroom rules; addresses concerns and respond to questions from court staff and patrons.
- Competes mandatory Texas Commission on Law Enforcement (TCOLE) training courses to maintain certifications and licenses.
- Participates in community outreach programs, special events, and fundraising.
- Performs other duties as required or assigned.

Job Requirements

Knowledge of –

- Police Department rules, regulations, policies, and procedures.
- Modern law enforcement management principles, techniques, and practices.
- State criminal justice systems and criminal justice records management procedures.
- Law enforcement methods, practices, and procedures including case laws governing arrest, rules of evidence, use of force, probable cause, and search and seizure.
- Local community issues and regional community resources available to citizens.
- Pertinent Federal, State, and local laws, codes, and safety regulations.
- Record keeping, report preparation, filing methods, and records.
- General office policies and procedures; computers and general office equipment.

Skill in –

- Analyzing Police issues, evaluating alternatives, and recommending solutions based on findings.
- Assuming command level responsibilities and making appropriate decisions.
- Using initiative and independent judgment within established procedural guidelines.
- Exercising controlled discretion and mediating difficult situations.
- Organizing work and setting priorities to meet deadlines.
- Preparing accurate reports and statements.
- Establishing and maintaining strong working relationships.
- Operating a computer and related software.

Education and Experience:

High school diploma or GED equivalent and successful completion of Texas Commission on Law Enforcement (TCOLE) certification; OR an equivalent combination of education, training, and experience.

Licenses, Certifications, and Equipment:

Must possess a Texas Commission on Law Enforcement (TCOLE) Basic Peace Officer certification.

A valid State driver's license is required.

Work is performed in a standard office environment and in the field and requires exposure to physical attacks, life threatening situation, hazardous chemicals, and infectious and communicable diseases. Operates a city patrol vehicle, firearm, and other weapons. Must maintain a level of physical fitness to perform essential functions.

Interested applicants should contact La Vernia Police Department at (830) 779- 2113 or email their application to DKEILLVPD@LAVERNIA-TX.GOV.