



Title: Police Officer

FLSA: Non- Exempt

Pay Grade: 8

Min: \$ 25.80

GENERAL SUMMARY

Under direct supervision of a Patrol Division Sergeant, performs a wide variety of police and law enforcement activities. Tasks are service and protection oriented, and includes collecting and dispensing information, arbitrating disputes, providing assistance, protecting and recovering property, preventing crime, investigating, and providing other public protection services. Duties include an element of personal danger, i.e., exposure to life-threatening circumstances, apprehending criminals, and transporting prisoners. Incumbents perform duties in accordance with State Statutes and established departmental policies, procedures, and guidelines. The incumbent must be able to act without close supervision and must be able to exercise independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts routine preventive patrol in designated residential and business areas, and initiates contacts with both business operators and residents to establish open communications, gather and dispense information, and establish the presence of law enforcement within the community.
- Responds to calls for police service and takes action upon observing a circumstance or situation requiring police attention, i.e., responding to domestic disputes and disturbances, disputes among neighbors, juveniles, on-going criminal investigations.
- Interviews witnesses, victims, suspects, arrested persons, and informants to obtain pertinent information concerning accidents/crimes.
- Provides information to the public, victims, witnesses, and relatives concerning available services in the community.
- Provides assistance and service to the public, i.e., changing tires, directing traffic, unlocking vehicles, and jump-starting batteries.
- Responds to burglary and fire alarms, and robbery in progress calls, and performs initial building searches.
- Performs CPR at scenes, and performs critical emergency care, such as stopping excessive bleeding, during the interim when emergency medical personnel are en route.
- Conducts initial crime scene investigations, i.e., identifies and collects crucial evidence to be secured for processing, labels evidence with data for crime scene reconstruction, packages and stores evidence in a manner to protect chain of custody.
- Enforces State and local traffic laws to ensure safety, investigates motor vehicle accidents, and protects lives and property at all motor vehicle accident scenes.
- Identifies and issues municipal citations to violators of misdemeanor offenses.
- Enforces laws and apprehends misdemeanor and felony violators and fugitives; arrests and transports persons found to have committed a criminal act.
- Testifies in civil, traffic, and criminal court proceedings, ALR and Evidentiary hearings, and gives depositions.
- Performs considerable report and record maintenance duties, i.e., initial investigations, crime reports, felony reports, statements, arrest reports, warrant forms, inventory and search, property receipts and dispositions, misdemeanors.

- Attends in-service training as directed to maintain current knowledge of changes in laws, new methods of enforcement, and other trends and developments in law enforcement.
- Assists fire personnel at the scene as directed.
- Required to report for work punctually, work all scheduled hours, and any required overtime as deemed necessary. Must maintain a physical condition and standards necessary for the proper performance of duties, with or without accommodation.
- Cleans and properly maintains assigned vehicle and equipment.
- Performs related work as directed.

(Note: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.)

SKILLS, KNOWLEDGE AND ABILITIES

- Thorough knowledge of federal laws, state statutes, and local ordinances.
- Considerable knowledge of crime prevention techniques.
- Considerable knowledge of principles and techniques employed in crime scene investigation.
- Considerable knowledge of principles and techniques employed in accident investigations.
- Considerable knowledge of First Responder and CPR.
- Considerable knowledge of report and record maintenance principles and practices.
- Skill in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.
- Skill in the operation of motorized vehicles under adverse conditions.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively with superiors and the general public.
- Ability to analyze situations quickly and objectively, and to determine proper courses of action within the established framework of policies and procedures.
- Ability to learn the geography of the City and surrounding areas.
- Ability to maintain composure under emergency situations, and to work effectively under stressful conditions.
- Ability to exercise discretion.

MINIMUM EDUCATION, CERTIFICATION, AND EXPERIENCE REQUIREMENTS

- Must be at least 21 years old
- Posses High school diploma or GED and have a minimum of thirty (30) college credit hours from an accredited college, or three years military experience, or three years as a certified police officer.
- Must have T.C.O.L.E. Basic Peace Officer certification.
- Associates degree preferred.

PHYSICAL REQUIREMENTS:

- Must pass P/T test prior to employment
- Some tasks are essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities.
- Some tasks involve some physical effort, i.e., some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment; may involve extended periods of time at a keyboard or work station.
- Some tasks involve frequent walking, standing; some lifting and carrying of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.
- Some tasks involve the regular, and at times sustained, performance of heavier physical tasks such as

walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pounds) items and occasionally very heavy (100 pounds or over) items.

ENVIRONMENTAL REQUIREMENTS:

- Some tasks require exposure to adverse environmental conditions (e.g. dirt, cold, rain, and fumes.)
- Some tasks require exposure to extreme heat/cold or extreme weather conditions.
- Some tasks require exposure to strong odors and/or smoke.
- Some tasks require exposure to strong and/or toxic chemicals.
- Some tasks require exposure to dust or pollen.
- Some tasks may require exposure to elements that can cause illness (e.g., pathogenic substances, virus, and parasites).

ACKNOWLEDGEMENT

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. The City retains the right to change or assign other duties to this position.

The essential functions described here are representative of those that must be met by an employee, with or without reasonable accommodations, to successfully perform the functions of this job. As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Royse City. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations. This job description in no way constitutes a contract or agreement for employment.

Employee Signature

Date

Director of Human Resources

Date