



Police Officer – Code Enforcement, Animal Control Specialist

EEO CATEGORY: Protective Services

FLSA: Non-Exempt

POSITION REPORTS TO: Police Chief

SALARY RANGE: \$40,368 - \$58,534

SUMMARY

Under basic supervision, provides professional, responsive and courteous police services for the Shavano Park Police Department (SPPD); maintains peace and safety in the community, and enforces laws and ordinances; basic duties include code enforcement, animal complaints/investigations, patrol, interventions, investigations and traffic enforcement.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provides community-oriented police services, to improve and enhance the quality of life in the community; works with citizens to address the issues of safety, crime, fear of crime, and neighborhood disorder; assures citizens are treated with courtesy and respect; job duties may vary according to assignment.
- Enforces local, state and Federal laws, and enforces compliance with local regulations and ordinances, according to Department policies, procedures and regulations.
- Patrols the City to respond to citizens' requests for assistance, enforce traffic regulations, detect crime, apprehend violators, and assure public safety; applies laws and regulations fairly and consistently.
- Preserves the peace of the community through mediation, investigation, intervention, assistance, and arrest; utilizes all lawful means to improve the quality of life by recognizing and resolving problems.
- Patrols the City, looking for unusual and suspicious activities and persons; responds to emergency and non-emergency calls for service; investigates, documents, and resolves traffic incidents, crimes, dangerous and illegal activities, and citizen complaints; interrogates and communicates with victims, witnesses and suspects in cases; provides scene security for emergency services personnel.
- Investigates crimes and accidents; secures and processes crime and accident scenes, and identifies and collects evidence; arrests law violators; transports and processes suspects, victims and prisoners.
- Completes detailed reports and required paperwork.
- Maintains SPPD vehicles and equipment according to Department standards.
- Assists and coordinates with other emergency services personnel, outside organizations and businesses, and Federal, state and local law enforcement organizations.
- Supports the relationship between the City of Shavano Park and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; promotes the City goals and priorities, and complies with all City policies and procedures.
- Maintains absolute confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

- High School Diploma or GED equivalent.
- Must possess a Basic Peace Officer Certification from Texas Commission on Law Enforcement (TCOLE), Intermediate Certification preferred.
- Minimum one year of law enforcement experience; OR an equivalent combination of education, training and experience.
- A valid Texas State Driver's License required.

Knowledge of:

- City organization, operations, policies and procedures.
- Police Department General Orders, Code of Conduct, policies and procedures.
- City, county, state and Federal civil and criminal laws, regulations, codes and ordinances.
- Texas criminal justice system, court procedures, and records management requirements.
- Texas Criminal Information Center (TCIC) and National Criminal Information Center (NCIC) computer communications systems.
- Modern law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence and property, and search and seizure.
- Investigative and interrogative procedures, and protocols for observation of critical details
- Local community issues and regional community resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Animal Control Investigations.
- Dealing with situations requiring diplomacy, understanding, fairness, firmness, and sound judgment.
- Remaining alert at all times and reacting quickly and calmly in emergency situations.
- Interpreting and applying criminal laws to information, evidence and other data compiled.
- The care, maintenance and safe operation of a variety of firearms, impact weapons, chemical agents, and other law enforcement tools and equipment.
- Communicating with violators, recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest & control techniques.
- Investigating crime scenes, and recognizing evidence and causes of crime, death and accidents.
- Preparing clear, comprehensive, and accurate reports.
- Establishing and maintaining cooperative working relationships with co-workers.
- Operating a personal computer utilizing a variety of standard and specialized software.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid Texas State Driver's License required. Must possess Basic Peace Officer License and Certification from Texas Commission on Law Enforcement (TCOLE), Intermediate Certification preferred. Texas Department of State Health Services as a basic animal control officer preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment, and in the field to lead investigations and tactical situations; may be exposed to physical attacks, hazardous chemicals, infectious and communicable diseases; required to physically restrain persons; subject to extended periods of intense concentration in review of crime scenes, special investigations and law enforcement report preparation. Must maintain a level of physical fitness to meet Department standards.