



Police Officer Job Description

Job Title:	Police Officer	Department:	Police Department
Reports to (Title):	Police Sergeant	FLSA:	Non-Exempt

SUMMARY

Under general direction, performs law enforcement and crime prevention duties that ensure citizen safety, protection of life and property, and compliance with City, State and Federal laws.

ESSENTIAL JOB 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:*

JOB FUNCTIONS

- Patrols an assigned area via foot, auto, and /or bicycle to ensure law compliance and to investigate suspicious activities, individuals or conditions.
- Performs arrests of individuals who violate the law and/or ordinance.
- Subdues violent individuals.
- Enforces City, State, and Federal laws.
- Responds to calls for assistance and provide necessary policy protection.
- Issues traffic citation or warning to individuals violating traffic laws.
- Investigates traffic accidents and directs traffic.
- Conducts preliminary investigation of crimes and crime scenes to uncover and document relevant evidence and/or testimony.
- Conducts searches according to due process procedure and collects physical evidence.
- Interacts with community to establish rapport.
- Conducts undercover investigative work.
- Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures. Ensures all behaviors comply with the City's Personnel Rules and Regulations.
- Conducts follow-up investigations.
- Compiles and prepares reports.
- Processes prisoners into jail facility.
- Prepares cases for court and provides testimony.
- Prepares property, auto, and incident records.
- Attends training seminars.
- Maintains absolute confidentiality of work-related issues and City information.
- Performs additional duties as assigned.

EDUCATION AND EXPERIENCE

High School diploma or GED and must have completed at least 12 hours at an institution of higher education with a grade point average of 2.0 cumulative on a total grade point average on a 4.0 scale. One year (1) law enforcement experience; OR an equivalent combination of education, training and experience.

LICENSE AND CERTIFICATION REQUIREMENTS

- Must have a valid Texas driver's license with an acceptable driving record.
- Must possess Basic Peace Officer License and Certification from Texas Commission on Law Enforcement (TCOLE).
- Must be able to pass background investigation, psychological evaluation, physical examination and drug screening.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of City Ordinance, State and Federal laws and statutes.
- Approved practice, principle and procedure of police work.
- Weapons and equipment maintenance.
- Communicating both in written and verbal form.
- Ability to follow law enforcement rules and procedures.
- Memorize and retain information.
- Interact and communicate with others in an assertive manner.
- Evaluate information of an uncertain or conflicting nature and make appropriate decisions with regards to the law.
- Solve problems when all necessary facts are not given.
- Remain calm and work fast in emotionally stressful or emergency conditions.
- Establish and maintain a positive working relationship with fellow employees and the community.
- Use of the City of Shavano Park Police Department uniform and protective equipment.
- Safe operation of Police motor vehicles.
- Enforce city, state, and federal laws.
- Knowledge of Microsoft Office Software, internet and other computer operations.
- Pursue and subdue violent individuals.
- Conduct arrests and investigations.
- Traverse uneven terrain.
- Must be able to speak, read and write the English language.
- Must be a United States Citizen.
- Knowledge of Microsoft Office software, Internet and other computer operations.

PHYSICAL REQUIREMENTS/WORKING ENVIRONMENT

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lifting, carrying, pushing and/or dragging objects weighing up to 200 lbs. (200+ in some situations), 10 feet or less; running, jumping and climbing various inclines, elevated surfaces, terrains, and/or obstacles in pursuit of violators of the law; subject to hazardous and potential physical damages inherent in law enforcement work. Extensive travel throughout assigned designated patrol area via foot, auto, motorcycle, bicycle or horse; exposure to emotionally stressful, hostile, dangerous, emergency situations and/or condition; outside working conditions with exposure to extreme weather condition.