

CITY OF IOWA COLONY

Job Description

Job Title: Peace Officer
Department: Police, Patrol Division
Location: Police Department

Revision Date: October 15, 2012
Salary Grade: N/A
FLSA Status: Non-Exempt

Summary: Protects and serves the citizens by patrolling, solving community problems, performing preliminary criminal investigations, enforcing laws related to the protection of life and property. Builds and maintains a service-oriented, working partnership with the community based on trust and demonstrated competence. Directs and controls traffic, prevents crime or disturbance of peace, and arrests violators by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Patrols assigned area on foot, by bicycle, or in patrol car to enforce laws, prevent and discover crimes, investigate crimes, maintain order, and answer calls and complaints.
- Reports critical information to, and coordinates activities with other officers or agencies, as required.
- Answers radio-dispatched or citizens' requests for police services at the scene of accidents, domestic disputes, law violations, peace disturbances and other public gathering.
- Provides back up response to other officers; may conduct surveillance activities.
- Familiarizes self with beat and with persons living in area. May compile identifying information on subjects; may develop and use informants to produce leads to information.
- Investigates illegal or suspicious activities, persons, and establishments, and quells disturbances.
- Locates, searches, detains, and arrests law violators, following recognized police procedures.
- Interviews and questions victims, witnesses, and suspects to verify information obtained to establish accuracy and authenticity of facts and evidence.
- Gathers and preserves evidence. Occasionally uses a camera to document and record crime scenes, evidence, and/or injuries. Locates and lifts latent fingerprints.
- Ability to read and interpret the Texas Penal Code, Texas Transportation Code, Code of Criminal Procedure, Family Code, Health and Safety Code, Municipal Codes and Ordinances, and Departmental policy and procedures.
- Performs first aid and provides other assistance to accident and other victims.
- Investigates causes and results of accidents.
- Directs and controls traffic.
- Issues written and/or electronic citations for traffic and other minor violations.
- Inspects public establishments requiring licenses to ensure compliance with rules and regulations.
- Operates police communication and computer equipment to obtain, disseminate, and report information.

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- Attends community meetings to discuss crime prevention activities and crime problems.
- Maintains proficiency and occasionally uses hand gun, shot gun, rifle, less-lethal and electronic control devices, chemical ordinance, door/window entry equipment, ASP baton, etc.
- Writes detailed and accurate incident, investigation, activity, and other reports. Presents findings in a clear, logical, impartial and properly documented report.
- Testifies in court to present evidence by describing conditions, situations, and actions.
- Performs other duties within areas of responsibility and ability as assigned, but not limited to:
 - a. Tactical team (SWAT), negotiations team (CNT), and/or bicycle patrol unit.
 - b. School Resource Officer, Crime Prevention Officer or D.A.R.E. Officer
 - c. Police canine (K-9) handler
 - d. Field Training Officer and/or Firearms Instructor.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Supervision Received:

Chief of Police (and/or the following, if applicable)
Deputy Chief of Police
Patrol Captain
Patrol Lieutenant
Patrol Sergeant/Corporal

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional customer situations.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Keeps emotions under control.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Ethics - Treats people with respect; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Supports organization's goals and values.

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Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment.

Planning/Organizing - Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

Quality - Demonstrates accuracy and thoroughness.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines.

Adaptability - Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or equivalent required. Successful graduation from a TCOLE accredited police academy.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Safety of others depends entirely on the employee's ability to make sound decisions and take correct actions. Carelessness may result in accidents causing disability or death.

Computer Skills

To perform this job successfully, an individual should have basic computer skills and knowledge of Microsoft Office software and law enforcement databases.

Certificates, Licenses, Registrations

- Hold a valid Texas Commission On Law Enforcement Certificate (TCOLE License)
- Valid State of Texas Class C Driver's License with a good driving record.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit and taste or smell. The

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employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally up to 100 pounds. Essential job duties are performed while wearing protective ballistic vest and utility belt equipped with weapon, less-lethal equipment, restraint devices, communications devices, flashlights and recorders.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Vision

Has a distant visual acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal Meridian in each eye, and the ability to recognize colors.

Hearing

First perceives a forced whispered voice in the better ear at not less than 5 feet with or without the use of a hearing aid or, if tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1000Hz and 2000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standards.

Scheduled Working Hours:

- Full-time – Pay period 80 hours in 14 days
- Non-paid – As scheduled by Chief of Police
- Must report to work as scheduled and in a timely manner.
- Work is shift work.
- May require working weekend and holidays.
- Will require working during an emergency event such as a hurricane, flood, etc.
- Classed an essential position: Position requires 24-hour availability during emergency conditions.

Work Environment The work environment 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.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; explosives and vibration. The noise level in the work environment is usually moderate.

The employee must regularly handle mental and emotional stressors resulting from dealing with the criminal element, concern for safety, injured or deceased victims, and/or life or death situations.

NOTE:

Any applicant receiving a bona fide job offer for this position will be required to undergo and pass a pre-employment physical examination, psychological evaluation, illegal drug screening and criminal background check prior to employment.

All positions at the City of Iowa Colony require documentation of employment eligibility in accordance with Federal employment law.

Communication skills in English are required for some specific assignments based upon job-related needs for communication with the general public and/or co-workers. Bilingual skills (Spanish/English) are encouraged, but not required.

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The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of the personnel so classified.

The Job Description does not constitute an employment agreement between the City of Iowa Colony and the employee. This position is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand the above job description. **I hereby attest that I have the qualifications outlined in the job description and that I have no physical or mental condition that would impair my ability to perform these duties and responsibilities.**

Employee Printed Name

Employee's Signature

Date

Immediate Supervisor's Signature

Date

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