



POSITION DESCRIPTION

Police Officer (Anticipated Vacancy)

**GENERAL PURPOSE**

Patrol Officers are called upon to handle a wide array of community issues. Providing an effective police response to public concerns is a top priority. The primary responsibility of the patrol officer is the protection of the community and the preservation of human life and dignity. This is paramount to the completion of a successful mission and to preserve community safety and trust.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Report to the Patrol Sergeant or designated supervisor of assigned patrol shift.
- Arrives for assigned duties when scheduled in the required uniform with mandatory issued equipment and required patrol forms and citations.
- Completes pre-shift emergency vehicle and equipment inspections.
- Patrol assigned area by vehicle or other means. Responds to emergency situations. Enforces Federal, State and local laws. Administers emergency medical care. Directs and reroutes traffic around fire or other disruptions. Investigates unusual or suspicious conditions, traffic accidents or complaints. Issues traffic citations or warnings in accordance with policy. Disperses unruly crowds. Executes arrest warrants. Assists investigative units with search warrants and animal control with loose animals.
- Writes reports on investigations, vehicle crashes, offenses, arrests, and suspicious activities. Collects, preserves, and submits evidence in accordance with policy. Questions complainants, victims, witnesses and suspects in a non-interrogation setting. Effects arrests and prepares probable cause affidavits. Transport, books and guards prisoners.
- Contacts and assists the public. Provides crime-prevention resources. Reports problem areas and facilitates solutions. Works in conjunction with District Representatives and Metro-Tactical units towards long-term crime reduction in assigned area.
- Conducts On-the-Job Training for cadets and new officers (Field Training Officers).
- Operates Mobile Data Console. Communicates by radio and monitors transmissions.
- Sets up tactical positions and emergency response for SWAT situations.
- Performs special job functions when required (CAST, SRT, CIT, Bi-Lingual, FTO, IO, etc.)
- Operates emergency vehicles in compliance with State laws and Department policy. Engages in vehicle pursuits in accordance with policy.
- Employs sound tactics and officer safety when responding to calls. Uses objectively reasonable force to effect arrests in accordance with policy.
- Completes all assigned tasks given by supervisors (i.e., Directed Patrols, Sex Offender compliance checks, etc.)
- Disperses unruly crowds.
- Attends TCOLE training, in-service training, and other departmental training.
- Qualifies with duty weapon(s) and attends in-service training and other mandatory training assignments.



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#### REQUIRED MINIMUM QUALIFICATIONS

1. Successful completed a BPOC from a Regional Academy
2. Must have completed a Field-Training Program at a previous/current agency.

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of criminal law, traffic law, investigation, and crime prevention methods.
- Knowledge of departmental rules and regulations.
- Knowledge of safety practices in the use of firearms.
- Knowledge of geography and locations in the city.
- Knowledge of statutes, ordinances and criminal law.
- Knowledge of rules of evidence and laws governing custody of persons.
- Knowledge of capabilities and limitations of operating units in the department.
- Knowledge of police record keeping procedures.
- Knowledge of criminal identification methods.
- Knowledge of modern management principles and practices.
- Knowledge of methods of deploying officers in actual or anticipated emergencies.
- Knowledge of causes and prevention methods of crime committed by juveniles.
- Knowledge of FCC rules and regulations regarding radio communication.
- Knowledge of departmental policies and procedures.
- Knowledge of community policing practices.
- Knowledge of data entry and retrieval procedures.
- Knowledge of developing and implementing long or short term plans.
- Knowledge of legal procedure in filing and presenting charges in court.
- Knowledge of budgeting techniques including preparations and monitoring of budget.
- Knowledge of supervisory techniques and practices.
- Knowledge of purchasing, personnel, financial, payroll and other administrative procedures and practices.
- Knowledge of vehicle and equipment use and principles.
- Knowledge of principles of supervision and the methods associated with operations management.
- Knowledge of federal grants administration including applications and monitoring requirements.
- Knowledge of program evaluation techniques including cost impact.
- Skill in maintaining accurate records and preparing reports.
- Skill in establishing and maintaining effective working relationships with other city employees and the general public.
- Skill in understanding and following written and oral instructions.
- Skill in directing, instructing and advising on technical police problems related to investigation and arrest.
- Skill in developing and preparing accurate records and preparing reports.
- Skill in planning organizing and directing the work of others.
- Skill in effective communication both orally and in writing.
- Skill in the care and use of firearms.
- Skill in reviewing and evaluating the work of officers.
- Skill in analyzing and interpreting criminal evidence.
- Skill in establishing and maintaining effective public relations.
- Skill in operating motorized vehicles.
- Skill in operation of two-way radio equipment.
- Skill in problem solving.



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- Skill in using computers as an investigative tool.
- Skill in determining needs and gathering/analyzing/presenting data to management.
- Skill in training and supervision of subordinates.
- Skill in coordinating large complex activities.
- Ability to apply knowledge of criminal law, investigation, and crime prevention techniques.
- Ability to write legibly and to read.
- Ability to follow departmental regulations.
- Ability to follow safety practices in the use of firearms.
- Ability to assess situations and make accurate decisions within a limited time frame.
- Ability to follow departmental policies and procedures.
- Ability to perform multiple tasks simultaneously.
- Ability to administer first aid and CPR.
- Ability to operate vehicle under emergency conditions.
- Knowledge of principles and practices to provide excellent customer service.
- Knowledge of secretarial and modern office procedures and practices.
- Knowledge of business English, spelling, and punctuation.
- Knowledge of basic mathematical functions
- Ability to communicate with diverse customer and employee groups.
- Working knowledge of operation of various types of computer software including word processing programs and spreadsheets and peripheral office equipment such as printers, faxes, copiers, typewriters, calculators, and other equipment.
- Ability to read documents, books, manuals, correspondence, reports and instructions written by hand and typed, ability to read computer screen.
- Ability to communicate orally both in person and by telephone.
- Skill in establishing and maintaining interpersonal relationships with co-workers and visitors to the department.
- Ability to organize and maintain filing systems both alphabetical and numerical.
- Ability to read, interpret, and research charts, tables, organizational policies and regulations, financial data, and legal instruments.
- Ability to create, write and maintain records and reports; ability to complete forms and the ability to compose, type, file, copy, sort, and distribute memos, correspondence, and forms.
- Ability to sit for extended periods of time in the input and retrieval of computer data.
- Ability to carry mail and other forms of paper documents weighing up to 20 lbs with departmental area and to other areas of City Hall.
- Ability to stand, push, pull, stoop while opening file drawers to place or retrieve files from cabinets.
- Ability to perform activities at desk; ability to reach overhead in order to obtain supplies, books, and files in cabinets.
- Handle confidential matters with discretion.
- Understand and follow oral and written instructions.
- Perform related duties as required.
- Fine dexterity with fingers and hands required to handle items and to operate computer/typewriter/calculator.
- Ability to speak clearly over telephone and face-to-face situations.
- Ability to listen to assist the general public and other City employees with policies and procedures.
- Work is performed indoors in an office setting.
- Work may be subject to time pressures, frequent changes to tasks, performing multiple tasks simultaneously, working alone 50% or more of the time, working closely with others as part of a team, and dealing with irate people at the front desk.



- Ability to work overtime as needed.

#### LICENSES AND CERTIFICATIONS REQUIRED

- Current and valid Texas Driver's License.
- Basic Peace Officer Certification from the Texas Commission on Law Enforcement (TCOLE).

#### SPECIAL REQUIREMENTS

1. Must pass a thorough background investigation.
2. Must complete all requirements of TCOLE (L-2, L-3) as required.

#### SPECIFIC TO THIS POSITION

- Must be highly motivated and can produce self-initiated activity.
- Must be able to respond to and take calls of service.

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background; reference check; job related tests may be required. Successful candidates will be placed on an eligibility list to fill future positions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 12/19/2023

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