

## **City of Johnson City, Texas Police Officer Job Description**

Job title: Police Officer  
Department: Police Department  
FLSA: Nonexempt

### **Summary of Position**

Protects City residents, business owners, and the traveling public, including individual personal and real property, by promoting voluntary compliance with State and local laws and ordinances using enforcement, public education, and role modeling.

### **Organizational Relationships**

Reports to: Supervisor responsible for area of assignment.  
Directs: This is a non-supervisory position.  
Other: Has frequent contact with Department employees, other City employees, other law enforcement agencies, related agencies and organizations, juveniles, volunteers, court and juvenile probation employees, schools, youth, and the public.

### **Responsibilities**

- Affords all citizens highly efficient and professional protection and services.
- Accepts responsibility for crime prevention/awareness, recognizing that it is more desirable to deter crime rather than to react to it.
- Investigates crime and incidents impartially using every legal means.
- Strives for voluntary compliance to laws and ordinances using enforcement, public education, and role modeling.
- Promotes an attitude of friendliness, helpfulness, tact, understanding and caring in the performance of assigned duties.
- Communicates cooperatively and openly with the community.
- Communicates openly within the organization; is a team player and offers mutual support to facilitate the accomplishment of higher goals of community protection and service over individual accomplishments. This same spirit of inter-organizational cooperation is carried further to cooperate with other law enforcement agencies and other governmental units.
- Identifies problems, develops solutions, and implements strategies that attain desired results to crime, disorder, and incidents of concern brought to the attention of Police Department.

### **Essential Duties**

- Patrols an assigned area, by vehicle or on foot, to prevent crimes and enforce laws and ordinances on non-permanent shifts.

- Responds to emergency calls and routine complaints and disturbances and takes necessary action.
- Directs traffic, escorts traffic, operates traffic radar monitoring equipment and issues traffic citations.
- Conducts initial investigations of traffic accidents and criminal offenses.
- Questions witnesses, complainants, victims and suspects and takes statements and affidavits.
- Keeps records of activities and prepares reports concerning crimes, complaints, accidents, and investigations.
- Serves warrants and makes arrests.
- Pursues and apprehends suspects.
- Responds to the public's calls for assistance and takes necessary action, including performing first aid.
- Processes prisoners, including fingerprinting, photographing, ensuring magistration by a judge, approving City bonds, searching prisoners, recording and securing the prisoner's property, and transporting prisoners to appropriate facility.
- Appears/testifies in court and before grand juries as necessary/required
- Shares information and works with other law enforcement agencies as directed and appropriate
- Conducts security checks of businesses and residential areas on patrol route.
- Assists EMS personnel, firefighters, and animal control / code enforcement officers.
- Performs police-community relations activities
- Tags and logs in evidence.
- Performs upkeep and simple maintenance on Department vehicles.
- Assists with special activities, such as Special Weapons and Tactics (SWAT) operations, weather watches, school traffic monitoring, and funeral escorts.
- May impound vehicles and maintain inventory.
- Performs such other law enforcement, investigative, technical, and educational duties as may be assigned.
- Serves in extension of current duties as required for emergency management, particularly in the areas of staff alerting, communication, public warning, and law enforcement.
- Provides quality customer service to City staff, the public, and all other work contacts.
- Educates the public on issues of crime prevention and awareness, including conducting inspections, classes, and speeches relative to crime prevention, safety education, and community involvement, including Neighborhood Watch programs.

### **Other Important Duties**

- Performs special projects, as required; and
- Performs such other related duties as may be assigned.

**Required Knowledge, Skills, and Abilities**

Knowledge of Federal, State and local laws; knowledge of Police Department rules and regulations; knowledge of the use and care of vehicles, firearms, and specialized equipment; skill to drive necessary vehicles adeptly; ability to attend and understand police officer training courses; ability to establish and maintain effective working relationships with co-workers and the general public; and ability to maintain appropriate necessary certification, Texas driver’s license applicable to job responsibilities, and good driving record.

*Reading:* Read and comprehend procedure manuals, reports, memos, laws, statutes, and ordinances.

*Writing:* Write accurate and coherent reports.

*Math:* Basic math to calculate speeding violations, elapsed time, accident reconstruction, etc.

*Reasoning:* Analyze situations and adopt a quick, effective, and reasonable course of action.

*Advanced Theoretical Knowledge:* As appropriate for areas of assignment.

**Physical Requirements**

1. Overall Strength Demand

Sedentary    Light to Medium    Heavy    Very Heavy

2. Frequency for each physical demand listed in essential duties:

Standing	F	Reaching	F	Crawling	R	Vision	C
Sitting	F	Handling	C	Bending	O	Hearing	C
Walking	F	Fine Dexterity	C	Twisting	R	Talking	C
Lifting	O	Kneeling	O	Climbing	O	Lying / Running	O
Carrying	O	Crouching	O	Balancing	R	Pushing / Pulling	O

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

3. Frequency for non-physical demand listed in essential duties:

Time Pressures	F	Noisy / Distracting Environment	F	Emergency Situations	O	Tedious Work Situation	O
Irregular Schedule / Overtime	F	Works Closely with Others	C	Danger / Physical Abuse	F	Performs Multiple Tasks Simultaneously	F
Frequent Change of Tasks	F	Varying Periods of Idle Time	O				

C-Constantly (2/3 or more of the time), F-Frequently (1/3 to 2/3 of the time), O-Occasionally (up to 1/3 of the time), R-Rarely (Less than 1 hour per week)

### **Acceptable Experience and Training**

High school graduate, or its equivalent (some college work in criminal justice, psychology, or a related field, and/or previous police experience preferred), or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

### **Certificates and Licenses Required**

Basic certification by the Texas Commission on Law Enforcement (TCOLE) and appropriate Texas driver's license.

### **Equipment, Machines, Tools and Work Aids**

Police vehicle, two-way radio, firearms, vehicular radar, intoxilyzer, handcuffs, body armor, defensive weapons, mobile telephone, and video camera/equipment.

### **Environmental Factors and Safety Hazards**

Exposure to weather extremes, smoke from fires, noise during firearm training or use, occasional risk of bodily harm, and moving traffic near accident sites.