

<b>CITY OF THE COLONY</b> Status: <b>Non-Exempt</b> Supervised By: <b>Patrol Sergeant/Lieutenant</b>	<b>Patrol Officer</b>	<b>POLICE DEPARTMENT</b>  Revised: March 26, 2008
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<b>JOB SUMMARY</b>
<p>The primary function of this position is to provide basic law enforcement services in our city by self-initiated law enforcement activity and responding to request for service from our citizens. Every Officer in this department must make ethical decisions daily, conforming to applicable laws and departmental policy, communicate effectively with our citizens and coworkers, while remaining professional in all circumstances. Our goal in every citizen contact is to provide the best service possible while demonstrating concern for each request for service. Every decision made will be toward the goal of achieving our mission statement, "<u>Our citizen's safety, security, and well-being are our highest priority.</u>"</p>

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| <b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>   |
| <ol style="list-style-type: none"> <li>1. Patrolling an assigned area of the city for 8 or more hours, any day of the week at any hour of the day, actively engaging in crime prevention, detection, and apprehension, while responding to citizen's request for service.</li> <li>2. Operating a patrol vehicle in a safe manner under a variety of weather and lighting conditions in both emergency and non-emergency situations, while sitting for long periods of time. Must insure the patrol vehicle is properly maintained, fueled, cleaned, and change a flat tire if necessary.</li> <li>3. Communicate effectively via police radio, telephone, and in person, with citizens, coworkers, supervisors, and instructors, including persons of diverse backgrounds without prejudice.</li> <li>4. Routinely enforce all traffic laws and ordinances, primarily by self initiated activity.</li> <li>5. Routinely produce complete and detailed written and typed reports documenting calls for service and crimes investigated.</li> <li>6. Routinely investigate traffic accidents.</li> <li>7. Routinely respond to residential and business alarms and conducting searches associated with the alarms.</li> <li>8. Routinely make arrests with or without warrant and in compliance with the Texas Code of Criminal Procedure.</li> <li>9. Chase suspects over various terrains and obstacles, and under various conditions. Physically restrain individuals that are under arrest that may be uncooperative or combative. Physically assist individuals in walking and entering/exiting a police vehicle.</li> <li>10. Remain standing in a stationary position for two or more hours while directing traffic, directing children at a crosswalk, or standing guard at a crime scene.</li> <li>11. Administer CPR/First Aid in emergency situations.</li> <li>12. Effectively counsel with, detain, or arrest individuals who are mentally ill or mentally impaired.</li> <li>13. May be required to perform other duties as assigned.</li> <li>14. Perform all essential physical functions of the job which include: <ol style="list-style-type: none"> <li>a. Run/sprint short distances or run for sustained periods of time (over 2 minutes).</li> <li>b. Run up and down stairs.</li> <li>c. Dodge, jump, or crawl under obstacles.</li> <li>d. Climb fences.</li> <li>e. Lift and carry objects up to 100 lbs and move objects over 100 lbs such as equipment and road debris.</li> </ol> </li> </ol> |

- f. Extract or drag victims/suspects from automobiles and buildings.
- g. Push a car off the roadway.
- h. Use of force by pushing and pulling in self-defense situations for both short periods (less than 2 minutes) and for sustained periods (greater than 2 minutes).
- i. Bend and twist in use of force situations and to get in and out of vehicles.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Maintain minimal fitness levels to perform all essential duties and task.
  - a. Possess the aerobic power to perform essential pursuit and use of force situations involving sustained effort.
  - b. Possess anaerobic power to perform essential pursuit, extraction and use of force situations involving short intense effort.
  - c. Possess upper body muscular endurance to perform pursuit, lifting, carrying and extraction essential functions.
  - d. Possess the upper body absolute strength to perform essential lifting, pushing and pulling essential functions.
  - e. Possess the agility to move quickly around objects and obstacles in pursuit situations.
  - f. Possess the leg power to perform sprints, jumping and vaulting tasks.
  - g. Possess the abdominal muscular endurance to perform pursuits and lifting tasks.
2. Ability to multitask under stressful situations and drive a city vehicle safely under a variety of conditions.
3. Ability to walk long distances, run, climb fences or stairs, or enter open windows in pursuit of persons.
4. Ability to remain seated or standing for long periods of time while remaining alert.
5. Safely and effectively use any authorized duty weapon in a variety of circumstances, weather, and lighting, and demonstrate proficiency annually.
6. Must be able to work independently without direct supervision on any shift, which includes nights, weekends, and holidays, and accept on-call status. Must be able to work outside in any weather condition.
7. Ability to effectively communicate with others, writing, comprehending, and speaking the English language. Must remain professional and courteous while dealing with often angry or hostile individuals.
8. Ability to work with others effectively as a team to accomplish task without discriminating against race, religion, color, gender, national origin, age, disability, or veteran status.
9. Ability to bend and lift 100 lbs.
10. Must have normal vision correctable to 20/20, hearing correctable to normal range, and use of both hands.
11. Must attend required training, which might require travel overnight, and testify in court when summoned.

### **EDUCATION, EXPERIENCE AND CERTIFICATION**

**Required:**

1. Minimum of 21 years of age with U.S. Citizenship.
2. High School Diploma or G.E.D.
3. 60 college hours with a minimum of 2.0 G.P.A. or, two-years active duty military experience or, Certification as a Texas Peace Officer.
4. Valid Texas Driver's License without restriction (except A) at the time of appointment. In the past three years; no more than three total entries for moving violations and/or accidents, nor any involuntary license suspensions during that period.
5. Never convicted of any type of domestic violence, or a Class A Misdemeanor or higher level offense.
6. No misdemeanor convictions above Class C in the past ten years.
7. Nothing less than "Honorably Discharged" from military service.
8. Ability to pass department physical fitness exam, drug screen, written and oral entrance exams, polygraph, psychological, firearms qualifications, and detailed background investigation.

**Preferred:**

1. College Degree
2. TCLEOSE Intermediate Certification with Municipal Police Experience.
3. Ability to type.
4. Superior physical fitness.
5. Ability to speak Spanish.

**CERTIFICATION**

Employee Signature:

Date Signed:

Immediate Supervisor  
and/or Department Head:

Date Signed: