

CITY OF ABERNATHY

JOB DESCRIPTION

Police Officer

Updated 8-2020

APPOINTMENT - by Police Chief

SUPERVISOR – Police Chief or appointed supervisor

WAGE – Commensurate with experience

WORKSITE – Within the Municipal Boundaries and other property owned by the City of Abernathy.

HOURS OF WORK – Up to 86 hours per pay period as assigned by supervisor. May be required to work additional hours & days as necessary.

CLASSIFICATION - Permanent Full-time; *FLSA Exempt before 86 hours in Pay Period.*

MINIMUM QUALIFICATIONS

An applicant for police officer shall meet the following criteria in order to be considered for an entry-level position:

1. Be a graduate of an accredited high school or have an equivalency certificate;
2. Pass a background investigation;
3. Be certified as a peace officer, or certifiable at time of appointment, as established by the Texas Commission on Law Enforcement Officer Standards and Education. Preference may be given to candidates possessing this certification.
4. Ability to type/required, experience with computers preferred.
5. Shall not be prohibited from carrying a firearm or possessing ammunition;
6. Be of good moral character;
7. Have a valid Texas driver's license at the date of hire;
8. Be a citizen of the United States by birth or naturalization;
9. Be able to read, write, and speak the English language;
10. Ability to work with a minimum of supervision;
11. Ability to work 12 hour rotating shift schedule (Panama Schedule);
12. Ability to reside within a ten (10) minute one-way commute of the municipal limits and in no case more than ten (10) miles from the City limits.
13. Ability to deal effectively with state, federal, and other agencies.

BRIEF DESCRIPTION OF THE JOB:

Protects the City's residents and property by striving to promote voluntary compliance to laws and ordinances through the use of enforcement, public education and role modeling.

ROLE:

To provide the services that fulfill the mission and specific purposes of the department.

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 general public.

RESPONSIBILITIES:

- Afford all citizens highly efficient and professional protection and services
- Accept responsibility for crime prevention/awareness, recognizing that it is more desirable to deter crime rather than to react to it
- Investigate crime and incidents impartially using every legal means and make the truth known
- Strive for voluntary compliance to laws and ordinances through the use of enforcement, public education and role modeling
- Promote an attitude of friendliness, helpfulness, tact, understanding and caring in the performance of assigned duties
- Communicate cooperatively and openly with the community
- Communicate openly within the organization; be a team player and offer 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.

- Identify problems, develop solutions, and implement strategies that attain desired results to crime, disorder and incidents of concern brought to the attention of police.

ESSENTIAL DUTIES:

- Patrol an assigned area, by vehicle or on foot, to prevent crimes and enforce laws and ordinances on non-permanent shifts.
- Respond to emergency calls and routine complaints and disturbances and takes necessary action.
- Direct traffic, escorts traffic, operates traffic radar monitoring equipment and issues traffic citations.
- Conduct initial investigations of traffic accidents and criminal offenses.
- Question witnesses, complainants, victims and suspects and take statements and affidavits.
- Make referrals to DHS when appropriate
- Keep records of activities and prepare reports concerning crimes, complaints, accidents, and investigations.
- Serve warrants and makes arrests.
- Pursue and apprehend suspects.
- Respond to the public's calls for assistance and take necessary action, including performing first aid.
- Process 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.
- Appear/Testify in court and before grand juries as necessary/required
- Share information and works with other law enforcement agencies as directed and appropriate
- Conduct security checks of businesses and residential areas on patrol route.
- Assist EMS personnel, Firefighters, and Animal Control Officers
- Perform police-community relations activities
- Tag and log in evidence
- Perform upkeep and simple maintenance on department vehicles
- Assist with special activities, such as weather watches, school traffic monitoring, and funeral escorts.
- May impound vehicles and may maintain inventory
- Perform such other law enforcement, investigative, technical and educational duties as may be assigned.
- Serve in extension of current duties as required for emergency management, particularly in the areas of staff alerting, communication, public warning, and law enforcement.
- May be assigned as a Crime Scene Processor, Intoxilyzer Operator or K-9 handler.
- Provide quality customer service to City staff, the general public, and all other work contacts.

- Educate 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.

MAY BE ASSIGNED TO THE FOLLOWING:

DETECTIVE-Conduct and participate in criminal investigations

- Perform follow-up investigations, including interviewing complaints, witnesses and suspects, taking written statements, examining crime scenes, processing evidence, and doing photo lineups.
- Meet with prosecuting attorney's office for the purpose of filing charges and providing information prior to trial.
- Present case information to judge to file complaints and obtain warrants
- Write reports documenting investigations and case dispositions.
- Perform surveillance of suspected criminal activities and gather, develop, disseminate, and maintain crime-related information.
- Review case information filed in department for the purpose of maintaining working knowledge of ongoing cases and criminal activities
- Respond to calls from the public regarding the status of cases and related information.
- Maintain department's criminal intelligence bank by collecting pertinent information from complainants, agencies and other sources and entering the information into the computer.
- Maintain, examine, process, log, and control physical evidence obtained during criminal investigations.
- Develop and classify latent fingerprints obtained from crime scenes.
- Act as liaison with pawn shops for identification of stolen property, and with Hale and Lubbock County Sheriff's Department jail division and the Municipal Court.
- Store stolen property and maintains stolen property files.
- Process abandoned, junked, and impounded vehicle.
- Maintain inventory and inspects departmental equipment.
- Coordinate and execute warrants for department.
- Prepare and refer cases to courts on juvenile probation
- Prepare cases involving adult offenders for grand jury presentation.
- Receive referrals from child protective services and file appropriate charges.
- Give presentations to high school students on parenting skills as they relate to child abuse prevention.

PHYSICAL DEMANDS:

Physical Demand	Description
STANDING	To talk to suspects; question witnesses at a scene; give citation; to communicate with staff; obtain internal and external information; to take firearms tests; conducting training sessions;
SITTING	To drive the patrol car; attend/conduct meetings; perform other miscellaneous office tasks; to work at desk; appear in court; to do surveillance work.
WALKING/RUNNING	Varying distances to chase suspects; to move to safety; frequently on concrete; occasionally on all types of surfaces and terrain, including rough terrain, rock or uneven ground, or areas presenting obstacles such as alleys with garbage or debris.
LIFTING/CARRYING	Frequently: light objects including firearms and recovered property; occasionally: 50-100 lbs. or over 100 lbs. to move victims at the scene of an accident or to assist elderly or disabled persons who have fallen in their homes or elsewhere; 50-100 lbs. for recovered property such as TV's; to transport supplies/materials to various programs
PUSHING/PULLING	To move vehicles off the road; pull victims from accident scene; push open doors or windows; move obstacles.
REACHING	Varying distances to open or crawl through windows; at times to reach into vehicles to assist accident victims.
HANDLING/ FINE DEXTERITY	To restrain suspects; use firearms, files, radio, or equipment; recover property; change tires; to do paperwork; make phone calls; to gather, perform tests on and examine evidence; to operate computer, copier and other equipment; possibly to do composite sketches.
CROUCHING/BENDING/ KNEELING/CRAWLING/ TWISTING	The nature of police work is such that all types of body positions are assumed to varying degrees; depending on the shift worked and the nature of the calls, the officer may be required to assume positions of kneeling, crouching, crawling, or bending, or twisting in order to: -Chase and apprehend a suspect in a narrow, small or cramped space -Handcuff or restrain a suspect who is attempting to

CROUCHING/BENDING/ KNEELING/CRAWLING/ TWISTING (continued)	flee, particularly a suspect who has to be brought to the ground and searched -Maneuver around, through, or under various kinds of obstacles -Assist an elderly or disabled person onto a bed or chair from the floor -Assist at the scene of an accident -Extract an accident victim from a vehicle -Move vehicles or assist stranded motorists -Collect evidence -Access materials stored in low file cabinets or shelves -Surveillance work -Get to children's eye level when working with them on D.A.R.E. and other youth service programs
CLIMBING/BALANCING	To go up on roofs; climb stairs in apartment complexes or other buildings; climb ladders to apprehend a suspect or assist in rescue; jump or climb over fences or other obstacles in a chase
VISION	To observe suspects; drive patrol car. Visual discrimination required to distinguish and identify suspect's clothing, features, license plates, etc.; read documents; write; conduct investigations; to examine evidence
HEARING/TALKING	To communicate effectively with other officers, other law enforcement/human service agencies, suspects, children, young, adults, and the general public
LYING ON GROUND	To take target practice and firearms test; as part of surveillance work
FOOT CONTROLS	To drive patrol car

EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:

Police vehicle, two way radio, firearms, vehicular radar, handcuffs, body armor, defensive weapons, mobile telephone, video camera/equipment; if assigned as a K-9 handler will use all related equipment.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

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

KNOWLEDGE/SKILLS/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 of 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.

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/LICENSES REQUIRED:

Basic Certification by the Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE) and appropriate Texas driver's license.

I have read the above job description. I agree this job description is a fair representation of the duties of the position that I will be expected to perform.

Applicant or Employee:

Printed Name

Signature

Date