

Position:	Police Officer
Reports to:	Police Sergeant
FLSA Status:	Non-Exempt
Date:	September 2018



## JOB DESCRIPTION

JOB SUMMARY:

The purpose of this position is to enforce federal, state and local laws and provide police protection to citizens. This is accomplished by responding to general and critical incidents to investigate and enforce violations; patrolling geographical limits; responding to crime scenes; processing reports and transporting prisoners. Other duties include answering questions from the public; testifying in court; educating the public and preparing and maintaining reports and logs.

ESSENTIAL FUNCTIONS:

*Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.*

<b>Demonstrates technical excellence and ensures implementation of program goals in conformance with established strategies and organizational expectations.</b>
<b>Law Enforcement:</b> Patrol assigned geographical areas and enforces laws and regulations by observing areas, responding to calls, enforcing traffic laws; conducting security checks, collecting evidence, taking and gathering information from the public, interviewing individuals, and making arrests.
<b>Public Response:</b> Respond to general public and victim calls to include traffic hazards, stray animal reports, home alarms, and misdemeanor and felony incidents by interacting with complainant, having an appropriate response to the situation at hand, and enforcing Federal, State and local laws, codes, and City ordinances.
<b>Investigations:</b> Investigate accidents by interviewing witnesses, clearing vehicles and debris from roadways, completing reports, and assisting other departments as necessary.
<b>Reporting:</b> Process reports by documenting incidents, booking prisoners, completing arrest and incident reports, compiling crime prevention statistics, and gathering information for further investigations.
<b>Education and Public Awareness:</b> Engage in proactive police activities with the public by meeting with the public and discussing crime topics and prevention techniques; enforcing school zone and regular speed limits and writing citations to violators.
<b>Perform other duties as assigned.</b>
<b>Work product models established corporate culture in conformance with City values.</b>
<b>Accountability:</b> Follows instructions and responds to management direction. Takes responsibility for own actions. Keeps commitments and completes tasks on time or notifies appropriate person with an alternate plan.
<b>Integrity:</b> Treats people with respect. Inspires the trust of others. Works ethically and with integrity and upholds organizational values.
<b>Innovation:</b> Displays original thinking and creativity. Meets challenges with resourcefulness. Generates suggestions for improving work and develops innovative approaches and ideas.

**Commitment to Excellence:** Looks for ways to improve and promote quality. Demonstrates accuracy and thoroughness. Applies feedback to improve performance and monitors own work to ensure quality.

**Teamwork:** Balances team and individual responsibilities. Exhibits objectivity and openness to others' views; gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests and supports everyone's efforts to succeed.

**The Southlake Way:** Provide world class customer service by anticipating needs, being warm and sincere, listening with empathy, relentlessly pursuing solutions, owning the experience, and making the moment memorable with each customer.

MINIMUM QUALIFICATIONS:

**Formal Education:** Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to a high school diploma or equivalency.

**Supervision:** Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

**Human Collaboration Skills:** Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations.

**Freedom to Act:** Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance is reviewed periodically.

**Technical Skills:** Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Fiscal Responsibility:** Job has no fiscal responsibility.

**Working Conditions:** Working conditions include frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.

**Reading Skills:** Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Math Skills:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing Skills:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Certificates & Other Requirements:**

- Must be licensed by Texas Commission on Law Enforcement (TCOLE);
- Must have a valid Texas Drivers' license at time of hire; and
- Must be 21 years of age at time of hire.

OVERALL PHYSICAL STRENGTH DEMANDS:

Heavy. Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or up to 10-20 pounds constantly.

Essential and other important duties require maintaining physical condition necessary for heavy lifting; bending stooping, kneeling, crawling, jumping and climbing; the use of fingers, both hands and both arms; the use of both legs; may be required to take offensive and/or defensive action during physical confrontations; ability to discharge a firearm; running, walking, standing or sitting for prolonged periods of time; the ability to operate motorized equipment and/or assigned vehicles; adequate speech, hearing and eyesight required; carry, push, pull, drag or hold moderate to heavy weight objects; visual acuity and ability to distinguish color.

<b>C - Continuously</b> 2/3 or more of the time.	<b>F - Frequently</b> From 1/3 to 2/3 of the time.	<b>O - Occasionally</b> Up to 1/3 of the time.	<b>R - Rarely</b> Less than 1 hour per week.	<b>N - Never</b> Never occurs.
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*Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.*

-Physical Demand-	- Frequency -	-Brief Description-
Standing	O	Observing work duties; Communicating w/co-workers
Sitting	C	Desk work; Driving
Walking	F	To other departments/offices/office equipment; Around work site
Lifting	O	Equipment
Carrying	F	Supplies; Equipment; Use of both hands, arms and legs
Pushing/Pulling	R	Tables and chairs
Reaching	F	For supplies
Handling	C	Paperwork; Monies
Fine Dexterity	F	Computer keyboard; Telephone keypad; Calculator; Calibrating equip; Discharging Firearm
Kneeling	R	Retrieving items from lower shelves/ground
Crouching	R	Retrieving items from lower shelves/ground
Bending	O	Retrieving items from lower shelves/ground
Twisting	F	Getting inside vehicle
Climbing	R	Stairs; Ladder; Onto equipment
Balancing	R	On ladder; On equipment
Vision	C	Reading; Computer screen; Driving; Observing work site; visual acuity and ability to distinguish color
Hearing	C	Comm. via telephone/radio to co-workers/public; Listening to equipment
Talking	C	Communication via telephone/radio to co-workers/public
Foot Controls	C	Driving

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computer and related software, printer, telephone, copier, fax machine, radio, flashlight, duty belt, firearms, flares, fire extinguishing equipment, handcuffs, baton and other police equipment as necessary.

**PROTECTIVE EQUIPMENT REQUIRED:**

Protective clothing, ballistic vest, traffic vest, shoes and/or boots, eye protection, safety vest.

**PRIMARY WORK LOCATION AND WORKING CONDITIONS:**

Working conditions include frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk in an emergency public safety environment; travel to various areas within the city and surrounding areas; exposure to emergency and disaster situations; exposure to potentially hostile environments; exposure to dangerous and/or hostile people; exposure to animal and human body fluids; hazards of emergency driving; hazards associated with traffic control and working in and near traffic; working in and near natural and man-made disasters; exposure to inclement weather conditions; may be required to work in and around heavy vehicles and equipment; possible exposure to noise, dust, grease, smoke, fumes and gases when assisting in emergency calls; possible exposure to hazardous chemicals, high voltage and toxic materials; exposure to waste and infectious diseases; and frequent contact with the public.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.*

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received a copy of my job description and will direct any questions to my supervisor or Human Resources.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date