



POSITION DESCRIPTION

POSITION TITLE: POLICE OFFICER

DEPARTMENT	Police	STARTING SALARY	\$62,130
REPORTS TO	Police Sergeant	FLSA STATUS	Non-Exempt
SUPERVISES	No supervisory duties	DATE OF REVISION	06/01/2021

POSITION FUNCTION SUMMARY: Under general supervision, to perform law enforcement and crime prevention work for the protection of life and property; to maintain order, enforce laws and ordinances, protect life and property within the Town by performing a combination of duties: suppressant crime patrol, directing traffic, issuing citations, summonses, investigating traffic accidents, apprehending and arresting suspects, processing prisoners, protecting crime scenes; and to perform general and specific assignments from superior officers in accordance with established rules and procedures. Provide service to the citizens in an efficient and professional manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES: THE STATEMENTS BELOW ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY INDIVIDUAL(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSONNEL SO CLASSIFIED IN THIS POSITION. THE POSITION DESCRIPTION IS SUBJECT TO CHANGE BY THE TOWN AS THE NEEDS OF THE TOWN AND REQUIREMENTS OF THE POSITION CHANGE.

- Patrols the Town and receives dispatched calls for service to help prevent crime, aid citizens needing assistance and arrest violators of the law.
- Enforces traffic laws to ensure safe motor vehicle operation throughout the Town.
- Prepares written reports as required by specific assignments.
- Answers, screens and refers calls from citizens requesting police services.
- Investigates reports of criminal activity, interviews victims and witnesses, seeks, gathers and submits evidence for processing, interrogates suspects and arrests suspected offenders.
- Testifies in court as required.
- Instructs citizens, businesses, schools and civic organizations about methods and techniques that may help prevent one from becoming a victim of crime.
- Develops and implements community-based policing strategies and programs.
- Responds to emergency calls and routine complaints and disturbances and takes necessary action.
- Directs traffic, operates traffic monitoring equipment and issues traffic citations.

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- Conducts investigations of traffic accidents and crimes against persons and property.
- Questions witnesses, complainants, victims and suspects and takes statements.
- Apprehends suspects.
- Processes prisoners, including fingerprinting, photographing, enduring magistrate warnings by a judge, searching prisoners, recording and securing the prisoner's property, and transporting prisoners to an appropriate facility.
- Shares information and works with other law enforcement agencies as directed and appropriate.
- Assists EMS personnel, firefighters, animal control and Town departments as required.
- Conducts security checks of businesses and residential areas on patrol route.
- Fosters good police-community relations among residents and civilian population.
- Monitors roadway and weather conditions, reporting any potential problems to appropriate agencies.
- Other duties as assigned.

CONTACT WITH OTHERS: TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL(S) MAY BE REQUIRED TO HAVE CONTACT/COMMUNICATIONS WITH INDIVIDUALS INTERNALLY AND EXTERNALLY ON A REGULAR BASIS.

TOWN EMPLOYEES	Daily. Verbal exchange over telephone and in person. Written exchange through correspondence such as e-mail, letters, and memorandum.
TOWN CONSULTANTS	Weekly. Verbal exchange over telephone and in person. Written exchange through correspondence such as e-mail, letters, and memorandum.
APPOINTED OFFICIALS	Weekly. Verbal exchange over telephone and in person. Written exchange through correspondence such as e-mail, letters, and memorandum.
GENERAL PUBLIC/CITIZENS	Daily. Verbal exchange over telephone and in person. Written exchange through correspondence such as e-mail, letters, and memorandum.
COMMUNITY ORGANIZATIONS	Daily. Verbal exchange over telephone and in person. Written exchange through correspondence such as e-mail, letters, and memorandum.
ELECTED OFFICIALS	Weekly. Verbal exchange over telephone and in person. Written exchange through correspondence such as e-mail, letters, and memorandum.
VENDORS/CONTRACTORS /REGULATORY AGENCIES	Weekly. Verbal exchange over telephone and in person. Written exchange through correspondence such as e-mail, letters, and memorandum.

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MINIMUM QUALIFICATION REQUIREMENTS: TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL(S) MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY AND RESPONSIBILITY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED.

- Must be a United States citizen.
- Must be at least 21 years of age.
- Must have high school diploma, GED equivalency certificate, or a minimum of 12 semester hours from an accredited college or university.
- If discharged from the military, must have an honorable discharge or a discharge status that does not fall under conduct unbecoming.
- Must be registered with Selective Service, if required by law.
- Must be able to read, write, and speak English language in a manner which is understandable and discernable to others.
- Must be certified by the Texas Commission on Law Enforcement (TCOLE), or be able to complete a TCOLE recognized police academy, or challenge and pass a TCOLE certification examination resulting in certification as a Texas Peace Officer by date of hire. The department may choose to hire an applicant and send him/her through a police academy if desired.
- Must be willing to work any shift.
- Must be willing to respond when called to duty outside of normal shifts.
- Must be willing to meet grooming and dress code requirements.
- Must be able to visually perceive and identify the colors of red, blue, green, yellow and brown.
- Must successfully pass a physical agility examination administered by the department, if applicable.
- Must be able to successfully pass a written examination provided by the department.
- Must be able to pass an oral interview.
- Must be able to pass an extensive background investigation, to include:
 - Personal and family history;
 - Credit history, including creditors;
 - Education, including all schools attended and degrees or certificates obtained;
 - All residences for the past ten (10) years;
 - Comprehensive employment history;
 - Criminal history search, including all arrests, locations, dates and dispositions;
 - Driving history;
 - An inquiry of family, friends, and associates as to character and reputation, plus as informal interview with applicant's spouse or significant other, as well as ex-spouses.

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- Must successfully pass a psychological examination provided by the department.
- Must successfully pass a medical examination provided by the department; to include drug screening.
- Must successfully pass a polygraph test, if applicable.
- Must be of good moral character.
- Must pass any other standards set by law or by policy of TCOLE.
- Must **not** have been convicted more than three (3) moving traffic violations during the past twenty-four (24) months or five (5) moving traffic violations during the last thirty-six (36) months.
- Must **not** have been at fault in more than two (2) motor vehicle accidents in the past twenty-four (24) months.
- Must **not** have been convicted of DWI/DUI within past ten (10) years.
- Must **not** have been convicted of DWI/DUI more than once.
- Must **not** have been convicted, or admits guilt, of DWLS/DWLI within the past ten (10) years. (Class B misdemeanor only)
- Must **not** have been convicted of DWLS or DWLI more than once.
- Must **not** have been convicted of Failure to Maintain Financial Responsibility within the past two (2) years.
- Must **not** have been convicted of Failure to Maintain Financial Responsibility more than once.
- Must **not** have a conviction or admission of a Felony or Class A offense.
- Must **not** have a conviction of any Class B misdemeanor within the last ten (10) years.
- Must **not** have a conviction of a Family Violence related offense.
- Must **not** be on probation or currently under indictment for any criminal offense.
- Must **not** have possessed or used marijuana in the past three (3) years.
- Must **not** have possessed or used any hallucinogenic drug.
- Must **not** have used any form of cocaine, methamphetamine, and/or ecstasy in the past ten (10) years and never more than five (5) times.
- Must **not** have ingested, by any means, or abused glue, paints, or other inhalants.
- Must **not** have abused prescription drugs within past five (5) years.
- Must **not** have manufactured or sold any illegal substances.
- Must be capable of performing all essential job functions
- Ability to make quick and sound decisions in stressful situations.
- Ability to work effectively around mechanical hazards.
- Ability to work around explosive hazards as with bomb threats, explosions and car fires.

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EDUCATION, EXPERIENCE AND TRAINING: THE PREFERRED WAY TO OBTAIN THE MINIMUM KNOWLEDGE, SKILLS AND ABILITIES TO PERFORM THE ESSENTIAL DUTIES AND RESPONSIBILITIES OF THIS POSITION ARE LISTED BELOW. THE TOWN RESERVES THE RIGHT TO ALLOW SUBSTITUTIONS IN THE EVENT THAT A CANDIDATE OR INCUMBENT EXCEEDS REQUIREMENTS IN ONE AREA BUT MAY BE DEFICIENT IN ANOTHER.

Formal Education:

- High School Diploma or GED; or
- At least 12 semester hours from accredited college or university.

Training (License and/or Certification):

- Must possess, or be able to obtain prior to employment, a valid Texas Driver License.
- Must be able to obtain TCOLE certification by date of employment.
- Department may hire applicant and send to police academy if so desired.

PHYSICAL DEMANDS: THE PHYSICAL DEMANDS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN EMPLOYEE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.

STAND/WALK	To stand and walk for extended periods of time, and run unaided for specified distances.
SIT	For office related tasks (desk chair 19" high, desk top high, keyboard 28" high).
TALK/LISTEN	To understand and follow Town/Departmental policies, rules and regulations. To interact with coworkers, other agencies and citizens. To communicate effectively in the English language under strained circumstances.
DEXTERITY	Must demonstrate manual dexterity, strength and proficiency by qualifying with firearms as required by the State of Texas and the Northlake Police Department.
CLIMB/BALANCE	To coordinate two or more physical operations simultaneously.
STOOP/CRAWL/ KNEEL/CROUCH	To crouch or stoop for various reasons. To rise, kneel and crawl unaided.
LIFT/MOVE/ PUSH/PULL	To twist upper body without injury.
VISION	Type, enter data, review, sort and distribute printed material. To identify and distinguish between primary colors.

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WORK ENVIRONMENT: THE WORK ENVIRONMENT CHARACTERISTICS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE AN EMPLOYEE ENCOUNTERS WHILE PERFORMING THE ESSENTIAL FUNCTIONS OF THIS JOB. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.

NORMAL HOURS/

DAYS OF WORK Shift work as assigned.

DESCRIPTION OF

DAILY WORK ENVIRONMENT Work area is located in a climate-controlled environment. Field duties may be in adverse weather conditions involving heat and cold.

TRAVEL Frequent local and regional travel required, greater than 50%
