



# JOB DESCRIPTION

## Police Officer

**DEPARTMENT:** Police

**DATE:** August 2024

**SUMMARY:** Under general supervision, provides law enforcement and crime prevention; enforces local and state local traffic regulations; issues citations; conducts criminal investigations, performs a variety of technical and administrative tasks in support of law enforcement services and activities.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Patrols designated areas of the city on an assigned shift to prevent criminal activity and provide law enforcement.
- Completes various activity reports, legal documents and other related documentation.
- Responds to calls for the protection of life and property, law and ordinance enforcement, general public service and complaints regarding automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbance, property control, civil complaints and related situations.
- Provides security checks of residential, business and public premises.
- Maintains an awareness for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators and crimes in progress.
- Conducts traffic stops for traffic violations, issues warnings and citations.
- Directs traffic at special events and/or emergency situations; provides traffic and crowd control.
- Participates in investigations; collects, preserves, processes and books evidence; interviews suspects and witnesses; attends court hearings.
- Provides court testimony; prepares and presents case evidence; responds to mandatory court calls.
- Prepares and serves search and arrest warrants; apprehends and arrests offenders; controls individuals under the influence of drugs or alcohol.
- Promotes positive community relations with the general public; responds to questions; makes presentations to various community groups.
- Contacts and cooperates with other law enforcement agencies regarding the apprehension of offenders, investigations or requests for assistance.
- Participates in special assignments.
- Supports the relationship between the City of Childress and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

### KNOWLEDGE AND SKILLS:

#### Knowledge:

- City organization, operations, policies and procedures.
- Police methods and procedures.
- Pertinent local, state and federal laws, rules, codes and regulations.
- Texas penal codes.
- Code of criminal procedures.
- Health and Safety codes.
- Texas traffic laws.
- Rules of evidence regarding search and seizure and evidence preservation.
- Principles and practices of data collection and analysis.
- Investigative techniques and methods.
- Methods and techniques of interviewing.
- Operational characteristics of police equipment, vehicles and tools.

- Geography of the City.
- Customer service principles and practices.

**Skill in:**

- Working independently in the absence of direct supervision.
- Administering and explaining federal and state rules and regulations, and City policies and procedures.
- Analyzing problems and developing effective solutions.
- Multi-tasking and working effectively under periodic stressful or high pressure working situations.
- Establishing and maintaining cooperative working relationships with City staff, external public organizations, businesses, schools, community organizations and the general public.
- Using weapons, tools and specialized law enforcement equipment.
- Communicating effectively verbally and in writing.
- Using a personal computer and several software applications.

**MINIMUM QUALIFICATIONS:**

- Be a citizen of the United States.
- Possess a valid Texas Driver's License.
- Must be a minimum of 21 years of age at the time of Appointment.
- Must possess a Texas Peace Officer License or eligible to attend the Basic Peace Officer Academy.
- Possess High School Diploma or Equivalent
- Military veterans will not be considered with a DISHONORABLE DISCHARGE documented by a DD-214.
- Must pass a medical and psychological evaluation.

**LICENSE AND CERTIFICATION:**

- Peace Officer license.
- Possession of a valid Texas driver's license.
- TLETS Mobile Operator certification.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed both in an indoor and outdoor work environment. May be exposed to dangerous machinery, extreme weather conditions, potential physical harm, hazardous chemicals and infectious diseases. May be required to climb ladders. May be required to lift and carry items weighing up to 30 pounds.

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_