



CITY OF HALLETTSVILLE

POSITION: Police Officer
DIVISION: Police Department
EMPLOYEE TYPE: Full-time Hourly Non-Exempt
PAY SCALE: 22

GENERAL PURPOSE

Under general supervision, the Police Officer provides outstanding police services to maintain a safe environment that contributes to the quality of life of citizens. Responds to emergency calls for service, prevents and suppresses crimes, and enforces criminal laws, traffic laws, local ordinances, animal control and makes arrests as appropriate.

ACCOUNTABILITY

Works under the general supervision of Patrol Sergeant, or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Speak, write, and read reports and comprehend other documents.
- Patrols in assigned vehicle maintaining constant vigilance for criminal activities, suspicious circumstances, traffic violations, and hazards to life or property; takes appropriate action to include making arrests and issuing citations, as required.
- Addresses and interacts with suspects, law violators, and prisoners in accordance with department policies and procedures and appropriate law enforcement techniques.
- Interviews persons making complaints to learn details such as time of day offense occurred, circumstances surrounding discovery of the crime, descriptions of suspects, property, and other relevant information.
- Analyzes criminal, emergency, and law violation situations to determine best method of handling each incident.
- Checks drivers, passengers, and pedestrians involved in a traffic crash for injuries; provides first aid to the extent possible and necessary until ambulance arrives.
- Maintains knowledge and understanding of the departments Mission Statement and applies it during execution of daily duties.
- Gathers information useful to fulfilling responsibilities by reviewing such items as daily bulletins and offense reports, talking with other Officers, and checking email.
- Completes reports and forms in a timely manner as required by the Department and in compliance with proper legal procedures.
- Testifies in court, presenting all relevant information in an objective manner; prepares for hearings and court appearances by reviewing reports, records, and other relevant information.



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- Conducts patrol of the entire city to also include animal control enforcement and local city ordinance enforcement.
- Regular and consistent attendance for the assigned work schedule is essential.
- Work rotating shifts.
- Performs other duties as assigned.

DECISION MAKING CAPABILITY The incumbent must determine what weapon and application of force, if any, should be used when faced with resistance to an arrest; determines sufficiency of evidence to justify an arrest and/or search; decides whether assistance from others (such as supervisors, detectives, ambulance service, medical examiner, etc.) is needed.

MATERIALS AND EQUIPMENT USED

Police vehicle (police radio, radar equipment, emergency equipment, etc.), handgun, shotgun, taser and other weapons as required. Handcuffs, first aid equipment, cellular phone, mobile data terminal and office computer with related police and word processing software.

PHYSICAL DEMANDS

Work is performed in the Police Station and throughout the City, standing in work areas and walking between work areas, field work will be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification are required to bend, stoop, kneel, reach, push, walk, run and pull when making arrests. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier with the proper use of equipment.

Employees work will primarily be field work with exposure to hot and cold temperatures, constant noise, mechanical, explosive, and fume/odor hazards, toxic waste, and dust. Some work will be in office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. The position also requires meeting the essential requirements of the Physical Demands and Working Conditions, with or without reasonable accommodation.

REQUIRED QUALIFICATIONS

- Knowledge of Police methods; traffic and criminal laws and regulations; departmental policies and procedures; health and safety rules, codes, and regulations; court systems and procedures; Texas Penal Code; evidence collection and handling regulations and procedures.



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- Skill in Communicating clearly both verbally and in writing; demonstrating safe use of firearms; operating radio, computer, and other police equipment; applying physical defensive tactics and first aid; interacting tactfully with the general public; maintaining composure in stressful and high demand situations.
- High school diploma or GED equivalent.
- Successful completion of Police Academy training.
- Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements.

License and Certifications:

Sworn – Peace Officer License issued by the Texas Commission on Law Enforcement (TCOLE)

DESIRED QUALIFICATIONS

2 years police experience with preferred two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or related field; or equivalent combination of education and experience up to and/or including military experience.

CLOSING STATEMENT

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

Selected applicants must be able to pass a criminal history background investigation, pre-employment physical, drug screen, periodic CJIS background check (for positions requiring access into Police Building) and social security number verification check. Any position that lists a minimum qualification for education level and/or license/certification will require the applicant to provide proof of documentation if selected for hire into the position with the City. The City of Hallettsville is an Equal Opportunity Employer. TCOLE requirements to successfully complete a psychological and physical exam are also required.

An applicant for a position of sworn law enforcement officer within the Hallettsville Police Department that cannot perform these essential tasks will not be acceptable. A current employee in the position of a sworn officer who is no longer able to comply with the requirements of the Hallettsville Police Department will be referred to administration for appropriate action.

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 and by signing below, indicate that I can perform these duties with or without accommodations.

Applicant or Employee:

Printed Name

Signature

Date