

CITY OF ALAMO

JOB TITLE:	Police Officer	APPROVED BY CITY COMMISSION
DEPARTMENT:	Police	DATE: <u>APRIL 18, 1995</u>
DEPT. NO.:	1300	SALARIED:
SUPERVISOR:	Police Chief	HOURLY: XXX
FULL TIME:	XXX	EXEMPT:
PART TIME:		NON-EXEMPT: XXX

JOB SUMMARY: Patrols and provides enforcement, detection and crime prevention under the law of the city, state, and United States. Carry out special assignments in the field of police work; do related work as required; provide reports or assignments, and do related work as needed.

ESSENTIAL JOB FUNCTIONS:

- Enforce appropriate city ordinances, state, and federal laws, all written defectives.
- Makes ethical decision that conforms to applicable laws, departmental policy, regulations, etc., without supervision when appropriate.
- Works well with the public and co-workers daily, communicating effectively, maintaining alertness, composure, helpful attitude and professionalism in all circumstances, including stress, verbal abuse, criticism, and/or other adverse conditions.
- Provide police service and assistance.
- Follow a chain of command and instructions, receptive to supervision.
- Immediately comprehend and execute orders from a supervisor in emergency situations.
- Adapt towards procedures, programs, regular, and special assignments.
- Begin and seek out work without supervision.
- Recognize, identify, and preserve crime scenes.
- Conduct accurate, thorough, and complete investigations.
- Load and unload police equipment from a vehicle, including lifting objects over 15 pounds from truck, back seat etc.
- Raise a pistol, rifle, or shotgun, to aim at a subject for an extended period of time (over 10 minutes) without firing.
- Shoot a pistol, rifle or shotgun; discharge tear gas canisters.
- Demonstrate competent weapons proficiency.
- Clean and maintain duty weapons.
- Use a baton to control hostile subjects.
- Perform defensive and/or other hand-to-hand combat tactics.
- Display proficiency in officer survival and safety tactics.
- Physically restrain individuals in the following circumstance; mutual combat, pushing or shoving (crowd control), those under the influence of hallucinogens or other behavioral-altering drugs, those suffering from psychosis or other violent mental disorder.
- Use arm lock/wrist lock/ neck restraints on and individual.
- Wrestle with hostile subjects.
- Physically hold unwilling subject until help arrives.
- Apply handcuffs to unwilling subjects.
- Physically take away knives, guns, clubs, or other weapons from aggressive subjects.
- Physically assist drunks walking, entering police car.
- Forcefully grab subjects by the arm to lead them away.
- Search persons/ vehicle for weapons, evidence, and contraband.
- Search building in dark or low-lit conditions.
- Search storm sewers, tunnels for suspects/missing persons.
- Use forced entry techniques such as breaking down doors.

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- Conduct foot patrol.
- Chase subjects for extended distance (over 100 yards) over adverse terrain; e.g., rugged fields, alley ways, over fences, etc.
- Run up and down flights of stairs/steps to assist other officers or apprehend subjects.
- Break up fights between/among: prisoners in jail, citizens, at bars, restraints, and athletic events, other public places and events.
- Carry or drag: injured persons, reluctant protesters, and sit-down strikers from protest area.
- Climb buildings, crawl through windows, climb ladders, walk on rooftops to search for criminal entry, evidence, or suspects.
- Walk door to door seeking information about a crime or subject.
- Walk long distance (over ¼ mile) to search for missing persons/suspects/ evidence; may include searching difficult areas; e.g., woods, creeks, construction sites etc.
- Participate in stakeouts in confining or uncomfortable area; e.g. trees, bushes, on ledges etc.
- Physically assist seizure victims to prevent injury.
- Administer CPR/first aid in emergency medical situations.
- Assist ambulance attendants in carrying victims under adverse conditions; e.g., up/down stairs, over rough terrain, out of creeks, etc.
- Direct or control traffic with a flashlight or hand signals for more than one hour at a time.
- Stand on hard surfaces for long periods of time (over 1 hour) performing guard/ security duties.
- Enter and exit a police vehicle quickly.
- Operate speed detection radar, video camera, mobile radio.
- Drive safely under adverse conditions, eg. Rain, snow, sleet, ice, dark, etc. even at high speeds.
- Engage in safe high-speed driving while pursuing suspects or responding to calls.
- Operate a motor vehicle for extended periods of time (several hours).
- Work in congested traffic in and out of police vehicle.
- Set up road blocks using traffic barriers other than cars eg. Cones, sawhorses, signs, etc.
- Search the area of an accident to determine the cause.
- Examine vehicles for accident reports.
- Type on a mobile data terminal or computer.
- Physically push vehicles off roadways, out of ditches and mud holes, etc. using bodily force.
- Use force to open jammed vehicle doors, free fenders from tires.
- Remove from roadway objects posing traffic hazards, eg. Debris, tree limbs, loose livestock and dead animals.
- Change car tires.
- Fight vehicle fires.
- Observe gruesome sights. Eg, deceased person battered children, etc without losing composure.
- Perform duties acceptably after long hours (over 24) without sleep during emergency situations.
- Attend all court as scheduled or requested.
- Verbally articulate testimony in court.
- Provide field training for new recruits.
- Work in all weather conditions, inside and outside, in light and/or dark.
- Work any day of the week, any hour of the day, extra assignments as needed.
- Communicate effectively via police radio, telephone and in person, with citizens, co-workers, supervisors, and instructors including persons of diverse backgrounds, without bias or prejudice.

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- Assist fellow employees without being asked.
- Share recognition for work done jointly.
- Effectively share work information.
- Respond positively to constructive criticism.
- Behave in a manner conducive to high morale; express enthusiasm for work assignments, environment, personnel, and management.
- Complete all reports and paperwork promptly, legibly, accurately, thoroughly, neatly, and with correct grammar and spelling.
- Follow through on assignments in a timely manner.
- Develop, utilize, and recommend methods for work improvement.
- Obtain useful information during interviews and interrogations.
- Develop and adequately utilize sources of information.
- Use and maintain departmental equipment safely and properly.
- Observe and report hazardous conditions.
- Maintain an acceptable physical fitness level, including visual acuity correctable to 20/20 without color blindness, normal hearing range.
- Arrive at work on time; work in assigned area (beat).
- Maintain the appropriate uniform and acceptable personal hygiene.
- Carry/wear appropriate extra equipment other than a gun belt, eg. Bulletproof vest, shotgun, etc.
- Maintain work area neatly, safely, and in an organized fashion.
- Display self confidence and authoritative manner, with conduct reflecting favorably on the Department.
- Must not pose a threat to the health and safety of self or others.

OTHER JOB FUNCTIONS:

Assists individuals with mobility impairments when appropriate. Assists people with disabilities onto bed or stretcher. Assists citizens with clean up after break-ins or vandalism, clearing debris from storm damage, etc. Assist in carrying fire fighting equipment, victim rescue, and fire fighting when ended. Assist in capturing, destroying animals when appropriate. Assist in delivering babies when needed. Fuel and service police vehicle. Assist in setting up training equipment, e.g. firing range, driving courses, etc.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Inside, outside, hazardous, unsafe, etc.

REQUIRED EDUCATION, DEGREES, and CERTIFICATE AND/OR LICENSES:

High school diploma/GED, augmented with 60 college credit hours. College degree preferred, Texas driver's license. Basic certification of law enforcement officer training, U.S. citizen, 21 years of age.

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILL:

Police officer/law enforcement experience, react effectively and clearly in emergency situations, observe and remember details of incidents, physical agility, work and communicate effectively with the public of various ages.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alamo. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management to interpret these duties and expectations.

Print Name

Signature

Date