



City of Hitchcock Police Department Job Description



Police Traffic Officer

Department: Police

FLSA Status: Non-Exempt

JOB SUMMARY: The overall purpose and general responsibilities of the job.

This position is responsible for enforcing Federal, State, and City rules, regulations, ordinances and codes, maintain a high visibility in the community to deter and prevent criminal activity, and educate the public in ways to protect themselves from criminal activity and/or prevent accidents and injuries. Duties normally consist of routine patrol, preliminary investigation, crime prevention, criminal apprehension, traffic regulation, and problem solving.

ESSENTIAL FUNCTIONS: The fundamental duties and tasks that define the job.

Police officers also may be assigned duties as detectives, court security officers, crime prevention officers, training officers, evidence technicians, field training officers, accident investigators, and firearms instructors. Work involves an element of personal danger. The employee must be able to exercise sound independent judgment under stress. Assignments may include work on special tasks, which call upon specialized abilities and knowledge possessed by the officer. Work assignments can be general or specific and instructions are received from a supervisor who reviews work methods and results through reports, personal inspection and discussion.

- Provides community-oriented police services, and improve and enhance the quality of life in the community; works with citizens to address the issues of safety, crime, fear of crime, and neighborhood disorder; assures citizens are treated with courtesy and respect.
- Performs duties of Police Officer and assists other law enforcement personnel in the performance of their duties; enforces local, state and Federal laws, and enforces compliance with local regulations and ordinances, according to Department policies, procedures and regulations.
- Impound vehicles that are illegally parked or abandoned.
- Patrols the City to respond to citizens' requests for assistance, enforce traffic regulations, detect crime, apprehend violators, and assure public safety; applies laws and regulations fairly and consistently.
- Preserves the peace of the community through mediation, investigation, intervention, assistance, and arrest; utilizes all lawful means to improve the quality of life by recognizing and resolving problems.
- Patrols the City, looking for unusual and suspicious activities and persons; responds to emergency and non-emergency calls for service; investigates, documents, and resolves traffic incidents, crimes, dangerous and illegal activities, and citizen complaints; interrogates and communicates with victims, witnesses and suspects in cases; provides scene security for emergency services personnel.
- Investigates crimes and accidents; secures and processes crime and accident scenes, and identifies and collects evidence; arrests law violators; transports and processes suspects, victims and prisoners.
- Completes detailed reports and required paperwork; assists Officers with code enforcement reports and administrative forms.
- Conduct DWI and DUI investigations
- Conduct traffic safety presentations
- Direct traffic to avoid traffic collisions
- Maintains City of Hitchcock vehicle and equipment according to Department standards.
- Assists and coordinates with other emergency services personnel, outside organizations and businesses, and Federal, state and local law enforcement organizations.

- Supports the relationship between the City of Hitchcock and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; promotes the City goals and priorities, and complies with all City policies and procedures.
- Takes immediate field action to abate minor code violations.
- Conduct crash investigations; including crashes involving person(s) who fail to stop. (hit and run)
- Conduct selective enforcement to increase traffic safety at identified problem areas
- Maintains absolute confidentiality of work-related issues and City information; performs other duties as required or assigned.

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE: Minimum requirements for formal education and job related experience.

Training and Experience:

- High school diploma or GED
- Must be U.S. citizen to be sworn in as a Texas Officer
- College degree preferred
- Valid State of Texas Class C Driver's License and good driving record
- Texas Basic Certificate of Law Enforcement Officer Training
- TCOLE certified
- Ability to pass a drug test
- No felony convictions, Class B misdemeanor conviction or above within the past ten years of application.

SKILLS, KNOWLEDGE AND ABILITIES: Utilized in the performance of the essential functions of the job.

Knowledge of:

- City organization, operations, policies and procedures.
- Police Department General Orders, Code of Conduct, policies and procedures.
- City, county, state and Federal civil and criminal laws, regulations, codes and ordinances.
- Texas criminal justice system, court procedures, and records management requirements.
- Texas Criminal Information Center (TCIC) and National Criminal Information Center (NCIC) computer communications systems.
- Modern law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence and property, and search and seizure.
- investigative and interrogative procedures, and protocols for observation of critical details
- Local community issues and regional community resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.

Skill and Abilities in:

- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Dealing with situations requiring diplomacy, understanding, fairness, firmness, and sound judgment.
- Remaining alert at all times and reacting quickly and calmly in emergency situations.
- Interpreting and applying criminal laws to information, evidence and other data compiled.
- The care, maintenance and safe operation of a variety of firearms, impact weapons, chemical agents, and other law enforcement tools and equipment.
- Communicating with violators, recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest & control techniques.
- Investigating crime scenes, and recognizing evidence and causes of crime, death and accidents.
- Working as a team member with other law enforcement and multi-jurisdictional agencies.
- Preparing clear, comprehensive, and accurate reports.
- Establishing and maintaining cooperative working relationships with co-workers.
- Operating a personal computer utilizing a variety of standard and specialized software.

- Communicating effectively verbally and in writing.

PHYSICAL DEMANDS ENVIROMENTAL FACTORS AND CONDITIONS: The physical requirements associated with performance of the Essential Job Functions.

- Work is performed in a municipal police department office and field environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of standing, walking, bending, reaching, crawling, climbing, kneeling and lifting when responding to an emergency police situation, accident or investigation.
- Must be able to restrain hostile and/or combative individuals.
- May be subject to exposure to extreme weather conditions, hazardous driving conditions, hostile environments, hazardous chemicals and fumes, bodily fluids, infectious diseases, air and water borne pathogens.
- Must be able to lift up to 50 pounds, and may be required to occasionally lift 110-150 pounds.
- Must be able to work in stressful situations.

Chief of Police: _____

Date: _____

City Administrator: _____

Date: _____