

**HIGHLAND VILLAGE  
CLASS DESCRIPTION  
December 2016**

**POSITION TITLE: POLICE OFFICER  
Full Time - \$28.78 - \$31.66 Hourly**

**GENERAL DESCRIPTION OF DUTIES**

Under general supervision, performs a wide variety of police and law enforcement activities. Tasks are service and protection-oriented, and include: collecting and dispensing information, arbitrating disputes, providing assistance, protecting and recovering property, preventing crime, investigating, and providing other public protection services. Incumbents perform duties in accordance with state statutes and established departmental policies, procedures, and guidelines. Performs related work as required.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Conducts routine patrol in designated areas by vehicle and on foot; establishes open communications and the presence of law enforcement within the community.

Responds to calls for police service and takes action upon observing a circumstance or situation requiring police attention.

In the instance of responding to medical emergency calls, officers who arrive first at the scene and who are state-certified Emergency Care Attendants (ECAs) are to provide initial basic medical aid and comfort to victims at the scene until a higher level of medical care can be accessed.

Interviews witnesses, victims, suspects, and arrested persons to obtain pertinent information concerning accidents/crimes.

Responds to burglary and fire alarms, and robbery in progress calls, and performs security checks of buildings and homes.

Provides emergency first aid; assists emergency medical and fire personnel as needed.

Conducts crime scene investigations, i.e., identifies and collects crucial evidence to be secured for processing; handles evidence in a manner to protect chain of custody.

Enforces state and local traffic laws to ensure safety; investigates motor vehicle accidents; protects lives and property at motor vehicle accident scenes.

Identifies and issues citations to violators of misdemeanor offenses.

Enforces laws and apprehends misdemeanor and felony violators and fugitives; arrests and transports persons found to have committed a criminal act.

Testifies in courtroom proceedings.

Performs report and record maintenance duties, i.e., offense reports, crime reports, statements, arrest reports, warrants, mileage sheets, impound records, fingerprint cards.

Attends in-service training to maintain current knowledge of changes in laws, new methods of

## **POLICE OFFICER**

enforcement, and other trends and developments in law enforcement. Ensures all certifications and licenses are kept current.

Jailer duties, including feeding, booking, arraigning, and releasing arrested persons.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

May be assigned to a primary functional area, such as community services, with secondary patrol responsibilities, whereby incumbent conducts DARE classes, community crime prevention meetings, law enforcement training, and related community service programs.

May provide language translation or interpretation as related to essential job functions.

May be assigned to a specific functional area, such as K-9 patrol duties.

Cleans and maintains assigned vehicle and work areas.

Assists with animal control/code enforcement issues as needed.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or GED; supplemented by Basic Peace Officer License; CPR training; supplemented by completion of in-service training, as directed, for assignment to other primary functional areas; possession of a valid state driver's license. Must be able to obtain Emergency Care Attendant (ECA) certification within 18 months of hire date, or as reasonable within scheduling constraints per Police Chief approval.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs within established policies, procedures, and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments.

## **POLICE OFFICER**

**Verbal Aptitude**: Requires the ability to utilize a wide variety of descriptive data and information, such as offense and arrest reports, identification cards, and mileage sheets.

**Mathematical Aptitude**: Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning**: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning**: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability**: Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 200 pounds or more).

**Sensory Requirements**: Tasks require the ability to perceive and discriminate colors or shades of colors. Tasks require the ability to perceive and discriminate sounds. Tasks require the ability to perceive and discriminate depths. Tasks require visual perception and discrimination. Tasks require oral communications ability.

**Environmental Factors**: Tasks are regularly performed with exposure to adverse environmental conditions, such as dirt, dust, fumes, smoke, toxic agents/chemicals, temperature and noise extremes, traffic hazards, disease, violence, and/or pathogenic substances.

Highland Village, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Highland Village, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.