Police Officer

Non-Exempt

Reports To: Sergeant and Chief of Police

Department: Police

Provide policing services that include protecting life and property. Investigates and reports criminal offenses. Preserves order and peace. Identifies and brings to justice violators to ensure safe and expedient motor vehicle movement through traffic enforcement, accident investigation and care of the injured.

Attendance is an essential function of this position. The City reserves the right to require an employee in this position to work more than 40 hours a week. This position provides services or performs duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation, the incumbent in this position may be required to remain to perform needed services.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what a Police Officer may be asked to perform, other duties may be assigned:

- Maintains knowledge of police department's policies and procedures, city ordinances and state statutes.
- Maintains liaison with other state and federal law enforcement agencies.
- Patrols a designated area to direct traffic and to enforce traffic regulations.
- Checks businesses, houses and other premises for fire, burglary and other disturbances.
- Investigates any suspicious activity.
- Responds to radio and maintains radio contact with dispatchers and other officers.
- Keeps records and makes reports.
- Assist in the collection and preservation of evidence.
- Testifies in court proceedings when required.
- Lectures on police related matters before schools and other assigned meetings.
- Performs other tasks as needed to ensure effective police action.
- Conducts arrest and search warrants.
- Performs tasks on own initiative and is expected to show the highest level of professional judgment.
- Responds to citizen complaints.
- Maintains good rapport with the community.
- Performs all other duties as assigned by the Chief of Police or other supervisor.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent (GED).
- Two years of relevant college studies preferred.
- Certification by the State of Texas as a Police Officer.
- Maintains TCLEOSE Basic Certification.
- Valid Texas driver's license with acceptable driving record.
- One year of responsible work in a police department or military police preferred.
- Equivalent combination of education and experience can be substituted in applicable areas.

SKILLS AND ABILITIES

- Knowledge of Code of Criminal Procedure, Penal Code, Family Code, Juvenile Code and Traffic Code.
- Ability to get along appropriately with co-workers and the public.
- Exhibits desirable and appropriate behavior including integrity, ability to get along with others, "team player," industriousness, intelligence, sense of urgency and independent judgment to provide for a cohesive, productive unit.
- Basic working knowledge of office equipment, computers, computer software (i.e. Microsoft Word, Excel and ticket writing software).
- Ability to perform multiple tasks simultaneously, accurately and efficiently.
- Ability to maintain a professional and polished manner and a pleasant tone of voice when dealing with the public.
- Gather, analyze, evaluate facts and safeguard evidence.
- Ability to prepare detailed written reports.

LANGUAGE SKILLS

- Ability to communicate effectively with elected officials, staff and the public.
- Ability to communicate effectively in both written and verbal form.

ANALYTICAL SKILLS

- Ability to calculate basic mathematical calculations without aid of a calculator.

REASONING ABILITY

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapts to stressful situations.
- Ability to use good judgement and effectively solve problems.
- Ability to plan work and establish priorities.

PHYSICAL ENVIRONMENT

The duties of this job include physical activities such as sitting, stooping, kneeling, standing,

- walking, lifting, running, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close distance and peripheral vision, depth perception and the ability to adjust focus.
- This job is requires police work out in the field such as apprehending potentially dangerous criminals and making arrest.
- Must be able to lift up to 100 pounds occasionally and 25-50 pounds frequently.

WORK ENVIRONMENT

The work environment may include some or all of the following:

- Repetitive activities.
- High volume work days.
- Noise distractions (telephone calls, equipment, conversations with customers, etc.).
- Unpleasant social situations (dealing with upset or irate individuals).
- Adverse weather conditions, heat, cold, wet, unsanitary, potential exposure to infectious diseases.
- Exposure to dangerous situations and people.

SALARY

Starting pay for this position is $23.40 (per hour) $51,105 (Annual) to include medical, vision and dental insurance. Certification and Incentive pay.

Please refer to the City of Waller website www.wallertexas.com to learn more.