Police Officer
Annually $71,115.20, after clearing field training.
Annually $53,310.40, during field training.
Annually $51,272.00, during academy.

JOB SUMMARY
Phase 1. Trainee must complete the basic academy by passing all phases and passing the TCOLE test.
Phase 2. Trainee must satisfactorily complete the field training regimen.
If a person is hired having already completed Phase 1, then they must satisfactorily complete Phase 2.

SUPERVISION RECEIVED AND EXERCISED

SUPERVISION RECEIVED:
Work is performed under the general supervision of a Field Training Officer.

SUPERVISION EXERCISED:
None

PRIMARY DUTIES AND RESPONSIBILITES

1. Patrols City in radio-equipped car.

1. Answers calls for the protection of life and property and the enforcement of City, County and State laws.

1. Conducts preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, hold-ups, deaths, and other criminal incidents as assigned.

1. Responds to calls related to traffic incidents and any other required emergencies.

1. Observes, monitors, and controls routine and unusual traffic conditions.

1. Stops drivers who are operating vehicles in violation of laws.

1. Warns drivers against unlawful practices.

1. Issues citations.

1. Assists and advises motorists and enforces traffic safety laws.

1. Makes arrests, as necessary.

1. Interviews victims, complainants, and witnesses.

1. Administers first aid, as necessary.

1. Interrogates suspects.

1. Searches and transports prisoners.

1. Prepares reports of arrests made, activities performed, and unusual incidents observed.

1. Testifies and presents evidence in court.

1. Serves warrants and subpoenas.

1. Keeps up-to-date on laws and procedures required for processing warrants.

1. Retrieves and requests information involving arrests and subpoenas.

1. Files complaints and performs other work related to the processing of misdemeanor and felony complaints.

1. Collects and preserves evidence at accident scenes and crime scenes.

1. Lifts fingerprints.

1. Draws sketches and takes photographs.

1. Maintains contact with citizens regarding potential law enforcement problems and preserves good relationships with the general public.

1. Truthful and honest, maintaining the ability to be a credible and qualified witness in court proceedings and reliably truthful in internal police operations.

1. Performs related duties as assigned.

1. Attendance is an essential function of this job. Be prompt and reliable in reporting for duty, working a complete assigned schedule and responding for duty whenever required by the Department.

1. Exhibits the City of Harker Heights' Core Values.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Must possess a high school diploma or GED with proof of at least 12 hours of credit from an accredited institution of higher education.

Possession of, or ability to obtain, appropriate Police certification issued by the Texas Commission on Law Enforcement Officer Standards and Education.

Possession of, or ability to obtain, an appropriate valid Texas driver's license.

KNOWLEDGE

Must have common sense, good sense, logic, wisdom, and expertise necessary to carry out the job functions. The traits of likability, cordiality, graciousness, pleasantness, approachability, and character - having a sense of humor. Having a pleasant temperament and disposition.

Understanding of the nature and causes of accidents, appreciative of the effects and seriousness of accidents, alert and attentive for possible hazards. Is committed to achievement and success, has long term outlooks and goal orientation and is willing to make personal sacrifice to attain them. Is effective, competent, capable, practical, sensible, successful, and proficient in carrying out duties and responsibilities.

OTHER QUALIFICATIONS

SKILLS:

Must have skills in communication, listening, analytics, and teamwork. Enthusiasm, self-initiative, drive, determination, esprit de corps, vigor, vitality, and intensity which reflects a capacity for future achievement. Self assurance, self esteem, poise, presence, and conviction which instill truth and morale in co-workers and management which reflects present and future accomplishments.

The characteristics of responsibility, dependability, stability, accuracy, uniformity, and consistency of work output. Willingness to work accountable for the consequences, both favorable and unfavorable, of actions. The characteristics of honesty, trustworthiness, and faithfulness. Having a good set of personal principles and virtues. Is committed and determined toward on the job performance. Is purposeful and resolute toward satisfactorily completing an assigned task. Is concerned and interested with company operations.

ABILITIES:

The ability to accurately communicate ideas, instructions, questions, problems, solutions, or feelings, orally, visually, in writing or through other mechanisms. The ability to make presentations. The ability to persuade. The ability to teach. The capability to alert co-workers to problems or dangers. The ability to accurately receive and understand ideas, instructions, questions, problems solutions, or feelings, orally, visually, in writing or through some other mechanism. The ability to learn. The ability to perceive problems or dangers. The ability to solve problems of various complexity. Deductive and inductive reasoning capability. The ability to probe in a logical manner. The ability to get along well with co-workers and management. The ability to work together with other employees as part of a group. - the presence of a spirit of cooperation, empathy toward others, harmony with others, unity, concert, and concord.

Learn police methods and procedures, including patrol, crime prevention, traffic control,

identification techniques and equipment, police records and reports. Learn criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies. Learn rules of evidence pertaining to search and seizure and the preservation of evidence in traffic and criminal case.

Observe accurately and remember faces, numbers, incidents, and places. Think and act quickly in emergencies and judge situations and people accurately. Learn, understand, and interpret laws and regulations. Prepare accurate and grammatically correct written reports. Learn standard broadcasting procedures of a police radio system. Understand and carry out oral and written directions in an independent manner. Meet the physical requirements necessary to perform the assigned duties safely and effectively. Satisfactorily complete a basic field training regimen. Employee may be released from field training without a satisfactory evaluation. If employee does not have a satisfactory evaluation, employment will terminate.

Any work related experience resulting in acceptable proficiency levels in the above required knowledge, skills and abilities is an acceptable substitute for the above specified education and experience requirements.

PHYSICAL DEMANDS:

Alerting - the ability to verbally communicate alarms or warnings clearly, concisely, loudly, and quickly.

Alarming - the ability to clearly and quickly hear or otherwise sense alarms or warnings and take the appropriate action.

Balancing - maintaining equilibrium to prevent falling when moving, walking, standing, kneeling, or crouching - particularly on narrow, uneven, irregular, slippery, or erratically moving surfaces.

Bending - must be able to bend over and straighten up in assisting citizens, assist emergency medical personnel, and range qualifications.

Climbing - going up or down ladders, stairs, scaffolding, ramps, poles, or other objects using hands, arms, feet, or legs.

Crawling - moving about on hands and knees - moving about on hands and feet. Must be able to crawl on all fours in life saving events, arresting suspects, and protecting life.

Crouching - bending the body downward and forward by bending leg and spine - working in a bent over position.

Dragging - must be able to drag up to One Hundred Fifty (150) pounds for a distance of Fifty (50) feet.

Driving - subject must have a Texas driver's license. Must be able to use hands and feet to control and operate a motor vehicle. Hand coordination for driving and using radio at the same time.

Feeling - Sensing, physical attributes such as size, shape, temperature, texture, or sharpness of an object by touching.

Finger agility and dexterity - feeling, picking, pinching, typing and other similar tasks which require finger motion.

Foot agility and dexterity - operating pedals and kick bars or other similar tasks which require foot or toe motion.

Grasping - gripping or applying pressure to an object with the fingers and palm - holding an object in the hand.

Hearing - the ability to clearly and concisely perceive sounds with an uncorrected loss of no more 40 db at 500 Hz, 1,000 Hz and 2,000 Hz - the ability to hear and understand detailed oral communications - the ability to hear subtle changes or discriminations in sound (such as when making fine adjustments on machined parts). Must be able to hear and answer telephones, radios, citizens, and patrol officers.

Kicking - extending a foot (feet) and/or leg(s) in any direction.

Kneeling - bending legs at the knee - working on one or both knees. Must be able to kneel in possible shooting incidents and range qualifications.

Lifting - raising or lowering objects in a vertical direction - particularly heavy or bulky objects. Be required to assist emergency medical personnel in lifting injured personnel, assisting at accident scenes, and maintaining equipment.

Moving - moving objects backward, forward, in or out in a horizontal direction - particularly heavy or bulky objects.

Pulling - exerting a steady backward, downward, upward, or outward force against an object - jerking, plucking, wrenching, stretching, towing, drawing, dragging or tugging objects in a sustained motion.

Pushing - pressing against something with steady forward, downward, upward, or outward force - shoving, pushing, compressing, squeezing, mashing, packing, pressing, jamming, compacting, or squashing objects in a sustained motion. May require pushing vehicles out of roadway while assisting motorist.

Reaching - extending hand(s) and/or arm(s) in any direction.

Running - must be able to give foot pursuit to arrest suspects, assist citizens in life saving events.

Seeing - the ability to read and understand written communications including directions, instructions, and warning signs. The ability to see and distinguish colors. The ability to visually distinguish shapes or patterns. The ability to accurately see objects and detect motion at wide angles (peripheral vision). Must have vision correctable to 20/40. Required to read computer screens, hearing impaired telephone, write receipts and reports.

Sitting - may require long periods of sitting in patrol vehicles while on stake-out and assisting with dispatch.

Speaking - required to speak the English language for assisting phone calls, radio calls, citizens, and patrol officers.

Standing - particularly for extended periods of time. Must be able to stand for extended periods of time directing traffic, assisting at crime scenes, guarding prisoners, crowd control, and parades.

Stooping - bending the body downward and forward by bending the spine at the waist - using the lower extremities and back muscles.

Talking - expressing or exchanging ideas by means by the spoken word - conveying detailed spoken instruction to other workers accurately, loudly, or quickly.

Walking - moving on foot, particularly for long distances. Required to walk for periods of time at crime scenes, accidents, crowd control, traffic violations, parades, and other civil events.

Weapons Qualification - required to qualify yearly with duty and off duty weapons. Qualification requires shooting right and left handed, proper reloading of weapon and qualifying with shotgun and other special weapons when assigned. Standing walking, lifting, bending, and kneeling.

The job requires considerable, sustained use of eyesight for functions such as visual inspection, reading, measuring, assembling, transcription, data analysis, operating machines or vehicles and utilizing computer terminals.

The job requires the ability to clearly see at night or dim light.

The job requires the ability to clearly see in daylight or bright light.

The job requires the ability to clearly see under glare or poor contrast.

The job requires the ability to clearly see in frequently wet or misty conditions (not conducive to eyeglasses) - in frequently dusty or dirty conditions (not conducive to contact lenses).

The job involves exposure to cold working conditions - temperatures (including wind chill effects) below freezing for periods longer than 15 minutes.

The job involves exposure to hot working conditions - temperatures above 100 degrees Fahrenheit for periods of more than 15 minutes.

The job requires frequent alternation between hot and cold conditions.

The job involves exposure to noise - workers must frequently shout in order to be heard above the ambient noise level.

The job involves exposure to pollutants or allergens which can adversely affect the skin and/or the respiratory system such as gases, smoke, odors, mists, fumes, dust, chemicals, oils, solvents, or otherwise poor ventilation.

The job requires the use of protective equipment such as special clothing.

The job requires exposure to hazardous working conditions including moving machinery, electricity and/or contact with violent/dangerous people.

The job involves continuous work which cannot be easily or economically interrupted for breaks except at regularly scheduled intervals or at the completion of an assignment.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job changes.

It is the policy of the City of Harker Heights to employ positive business and personnel practices designed to ensure the full realization of equal employment opportunity without regard to race, color, age, religion, sex, national origin, disability (if otherwise qualified), or veteran's status.

This is a safety sensitive position.

The employee is employed at will and may be dismissed with or without cause at any time during his/her employment.