



Position Description

Position Title:	Police Officer	Position Code:
Department:	Police	
Division:	Patrol	
FLSA Status:	Non-Exempt	
Revised:	03/01/2011	
Emergency Status:	Emergency Essential	

Organization:	City of South Padre Island
Address:	4601 Padre Blvd, South Padre Island, TX 78597
Work Location:	South Padre Island Municipal Complex
Web Address:	www.MySPI.org

Leadership

Supervisor:	Sergeant
Direct Reports:	None

Position Purpose

Police Officers are responsible for performing a variety of duties related to the protection of life and property, enforcement of criminal and traffic law and city ordinances, prevention of crime, preservation of the public peace, apprehension of criminals and calls for service. Included in the duties above are patrolling, investigation, traffic regulation, community relations and other law enforcement activities.

Essential Functions

- Works on rotating shifts performing security patrols, traffic control, investigation, first aid at accidents, detection, and arrest of persons involved in crimes or misconduct.
- Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
- Develop and maintain a working knowledge of the relevant federal, state and local laws, statutes and ordinances in order to ensure action in accordance with legal requirements.
- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.



- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, and any other calls that require police presence. Take appropriate law enforcement action.
- Investigates and renders assistance at scene of vehicular accidents. Summons ambulances, fire department and other law enforcement vehicles as necessary. Take measurements and draw diagrams of scene.
- Conduct follow-up investigations of crimes committed during assigned shift. Seeks out and questions the victim, any witnesses and/or suspects. Develops leads and tips to assist with the investigation of the crime. Searches crime scenes for any leads or evidence. Analyze and evaluate evidence of a crime and arrest offenders if required. Prepare and review all cases for giving testimony and testifying in court proceedings.
- Prepares a variety of reports and records including officer's Daily Log, calls for service reports, offense reports, arrest reports, accident reports, evidence log, assault victim documentation, field interrogation report, DWI reports, intoxilyzer report, vehicle impoundment form, traffic hazard report, etc.
- Undertakes community oriented police work to include assisting citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, TXDPS H.E.A.T program and extra patrol requests.
- Participates in investigating criminal law violations occurring within the City limits which may include obtaining and processing evidence, compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- Assist in preserving the integrity of a crime scene including producing a crime scene entry log and when instructed assisting the Detectives in the recovery of evidence, handling and processing it as instructed, photographing it for reporting purposes and securing it as specified in policy and procedure.
- Coordinates activities with other officers or other City departments as needed, exchange information with officers in other law enforcement agencies, and obtain advice from the City Attorney, Court Clerk, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.
- Maintain contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

Secondary Functions

- Maintains departmental equipment, supplies and facilities.
- Maintains contact with general public, court officials, and other City officials in the performance of police operation activities.
- Serves as a member of various employee committees.



- Serves as field training officer when assigned.
- Responsible for the training and development of new recruits.
- Responsible for training and demonstrating all department duties, procedures and responsibilities to new recruits throughout their eight week training program.
- Responsible for the ceremonial escort of the color (US and Texas Flag) for public events.
- Performs all other duties as assigned.

Capital and/or Fiscal Responsibility

- Responsible for adhering to all City of South Padre Island Purchasing Policies while performing purchasing tasks.

Credentials (minimum preferred)

Knowledge/Skills/Abilities

- Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Skill in operating the tools and equipment listed below.
- Ability to learn the applicable laws, ordinances, and department rules and regulations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with peers and supervisors.
- Ability to exercise sound and sensible judgment in evaluating situations and in making decisions.
- Ability to follow verbal commands and written instructions.
- Ability to learn the City's geography.
- Ability to meet department's physical standards.

Formal Education/Certification/Licenses

- High school diploma or equivalent supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field.
- Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State.
- Successful completion of State Basic Training Academy.
- Must be TCOLE Certified.
- Must complete a Field Training Officer certification course.
- Must possess a Class C Texas Driver's License.
- To participate in Motorcycle patrol the employee must possess a class MC Texas Drivers License and have satisfactory completed a motorcycle certification course.



- Must complete a motorcycle certification course.

Prior Experience

- Twenty-four (24) months of full time paid service as a sworn police officer in a civilian governmental jurisdiction.
- Any equivalent combination of education and experience, equivalency to be determined by the City.

Language Requirements

- Bilingual: Spanish and English preferred.

Tools and Equipment Used

Police car, police radio, radar gun, handgun, expandable baton, handcuffs, Intoxilyzer, first aid equipment, MDVR, AED, ticket writer, computers, night vision equipment, gas mask, flashlight, taser, RMS computer system, mobile RMS/CAD, metal detectors, fingerprint equipment, credit card machine, camera, motorcycle (when qualified), ATV, bicycle, mules, auto recharger pack and other equipment prescribed by the Police Department.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl; and taste or smell. The employee must occasionally lift and/or move up to one hundred (100) pounds (drag a person to safety), physically restrain and chase after someone (stamina). Must be able to do the above with a bulletproof vest on, which can weigh anywhere from six (6) to ten (10) pounds and a duty belt which can weigh anywhere from twenty-five (25) to thirty (30) pounds when stocked with all appropriate gear. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee works in outside weather conditions, an air-conditioned office environment and in a vehicle. The employee occasionally works in high, precarious places and with explosives and is occasionally exposed to wet and/or humid



conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration. The noise level in the work environment is usually quiet while in the office and moderately noisy while in the field.

Selection Guidelines

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

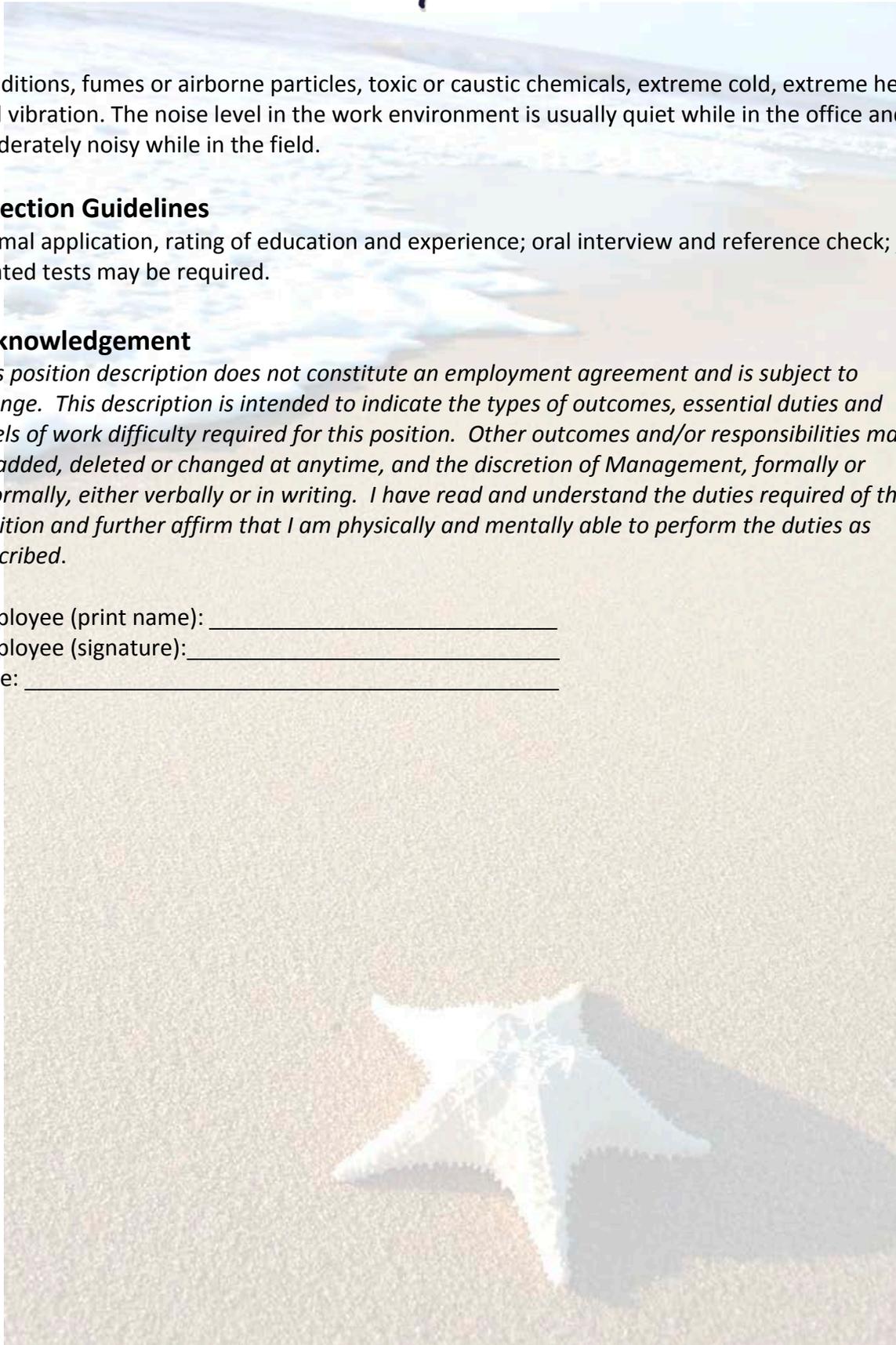
Acknowledgement

This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, and the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.

Employee (print name): _____

Employee (signature): _____

Date: _____





City of South Padre Island Job Postings

- **Police Officer: (Full-Time)**

Pay Rate: \$15.97/hour (After the successful completion of one year of service the pay rate will be changed to \$18.684/hour.)

Police Officers are responsible for performing a variety of duties related to the protection of life and property, enforcement of criminal and traffic law and city ordinances, prevention of crime, preservation of the public peace, apprehension of criminals and calls for service. Included in the duties above are patrolling, investigation, traffic regulation, community relations and other law enforcement activities. High school diploma or equivalent supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field. Must be TCOLE Certified. Twenty-four (24) months of full time paid service as a sworn police officer in a civilian governmental jurisdiction is preferred. Any equivalent combination of education and experience, equivalency to be determined by the City. *Please refer to the position description for complete job details and requirements.*

The deadline to submit an application for this position is December 13th, 2016 at 10:00am CST.

To apply for a City of South Padre Island available position you must submit a completed application form by mail, fax or email to:

The City of South Padre Island
Attn: Human Resources
4601 Padre Blvd.
South Padre Island, TX 78597
Fax: (956) 761-3888

City application forms are available on the City's website at www.MySPI.org, located in the front lobby of City Hall, or requested by phone at (956) 761-6456.

External and City employees interested in employment with the City are required to submit a South Padre Island application form to the Human Resources Division during the specified job posting period. A separate application form must be completed for each position in which the individual is interested. A resume may be attached as supplemental information. Incomplete applications will not be considered for employment.

An applicant for employment is an individual who fully completes an employment application for a position that is currently open and who meets the qualifications of the position.

- An applicant must apply for a specific job on the City's current vacant job list. The City will not accept applications for anything other than a current open, posted position.
- An applicant must submit a separate application and attachments for each position for which they are applying.
- All materials submitted for consideration will be considered the property of the City of South Padre Island and cannot be returned.

The City will reject incomplete applications, unsolicited resumes for non-posted positions and "any position" applications.

The City of South Padre Island is an Equal Opportunity Employer. The City strives to comply with state and federal laws regarding discrimination based on race, creed, color, sex, religion, national origin, age, disability, veteran status or political affiliation. In addition, the City of South Padre Island complies with all other state and federal laws prohibiting discrimination in those areas where such laws apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

An employee or applicant for employment who perceives that he/she has been treated discriminatorily on the grounds of race, color, religion, sex, age, national origin, disability, or veteran status should consult with or file a complaint with the Administrative Services Director at (956) 761-6456.