

## Job Description: Police Officer – Officer I

Reviewed 6-2000

### Salary:

**FLSA Status:** non-exempt

### Summary: Entry Level Position

Protects the city's residents and property; enforces laws and ordinances; and responds to routine complaints and calls for service.

### Organizational Relationships:

1. *Reports to:* Police Sergeant (Shift Supervisor uniformed)
2. *Directs:* Non-supervisory position
3. *Other:* has frequent contact with other city employees, other law enforcement agencies, other governmental agencies local and state levels, judges, attorneys, and the general public.

### Essential Duties:

- Patrols assigned area, by vehicle, or by foot, to prevent crimes and enforce laws and ordinances, and to protect citizens and property.
- Directs and escorts traffic, operates traffic radar, issues citations, and investigate traffic accidents.
- Chase, apprehend, and process persons suspected of criminal acts.
- Responds to emergency and routine calls for service and other line tasks as may be assigned.
- Assists in criminal investigations and take initial reports leading to same.
- May work in special programs as assigned.
- Keep records of activities and make reports concerning crimes, complaints, accidents and investigations.
- Coordinates prosecution with District and County Attorneys as required, and makes court appearances when required.
- Shares information and works with other law enforcement agencies as directed and appropriate.
- When not on duty, may maintain scheduled on-call status for major event response.
- May be assigned to attend civic and related functions in a public relations role.
- Other duties as may be assigned.

### Required Knowledge, Skills, and Abilities:

**Knowledge of:** municipal police practices, City and Departmental Policies and Procedures, All appropriate criminal laws, including city ordinances, crime prevention techniques & activities, use and care of city equipment, and contemporary police, technologies, methods, and practices recognized in the police community.

**Skill/Ability to:** establish and maintain effective working relationships with other agencies, officials, and general public; analyze situations and develop quick, effective, and reasonable courses of action that comply with law and policy; communicate effectively in all mediums; perform computer tasks effectively and maintain acceptable operational knowledge of standard software programs utilized by the department.

Full agility exam, TCLEOSE required medical exam, normal speech, normal or corrected vision, and normal or corrected hearing.

**Acceptable Experience and Training:**

Basic Police Academy Graduate and current passing score on TCLEOSE exam.

**Certificates and Licenses Required:**

Eligible for Basic Texas Peace Officer License 1.3.9 and hold a Valid Texas Class C driver license.