

# **JOB DESCRIPTION**

## **City of Tool, Texas**



To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in the job description sheet.

### **JOB SUMMARY**

The Patrol Officer is responsible for a variety of duties that are necessary to fulfill the Police Department's mission. All duties must be performed in an effective, efficient and safe manner that will foster the public's confidence and trust. This position demands special qualifications and proficiency in certain skills and abilities of a physical, mental and technical nature. As a condition of employment in the status of this position, all patrol officers must be able to perform the entire list of duties as outlined in this job description. In addition you must be motivated to accept new challenges and finding creative solutions, take ownership and pride by demonstrating the City of Tool's Core Values of Integrity, Customer Service, Loyalty and Honor.

### **Disqualifiers**

1. Have never been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years.
2. Have never been on court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order;
3. Have never been convicted or placed on community supervision in any court of an offense involving family violence as defined under Chapter 71, Texas Family Code;
4. Have never received a dishonorable or other discharge based on misconduct which bars future military service;
5. Have not used marijuana within the last five years.
6. Have not used any drugs defined under Subchapter D Health and Safety Code in Penalty Groups 1, 2, or 3. Within the last ten years.

## **EDUCATION/TRAINING/EXPERIENCE**

All patrol officers must possess, at a minimum, the following qualifications:

1. Must be a United States citizen.
2. Must possess an active Texas Commission on Law Enforcement (TCOLE) Police Officer license.
3. Must be 21 years of age.
4. Must have a High School Diploma or GED equivalency certificate.
5. Must be able to proficiently read and write the English language and pass a 12<sup>th</sup> grade Reading/Writing proficiency and comprehension test.
6. Must have demonstrated a positive work history with a good attendance record.
7. Must possess and maintain a good credit history and financial record.
8. Must meet health standards not to pose a risk to health or safety of others in the workplace, or to persons they come into contact with while in the performance of duty. This risk shall include infections or communicable diseases deemed a medical high threat, and dysfunctional mental or psychological disorders. Assessment of risk to the health and safety of others will be based upon reasonable medical opinion and judgment.
9. Must possess 20/20 corrected vision and 20/200 uncorrected. Vision outside of these ranges will subject the officer to additional testing to evaluate his/her ability to perform the essential functions of the job.

## **LICENSES OR CERTIFICATES**

1. Before appointment must possess an active Peace Officer License from T.C.O.L.E.
2. Must possess a valid Texas Class C driver's License.

## **LANGUAGE SKILLS**

Must be able to read and write the English language.

## **REASONING ABILITY**

A patrol officer must:

1. Possess the ability to comprehend and carry out verbal and written instructions.
2. Be able to formulate and employ appropriate courses of action when no specific role or procedure has been established.
3. Be able to supply reasoning skills to successfully investigate crimes or events.
4. Be able to supply theory-based instructions/training to actual situations.
5. Possess adequate memory capacity sufficient to remember various types of information that is necessary to carry out their duties successfully.
6. Must be able to assess a person's intentions, behavior, and emotional state in order to make appropriate reactive and proactive decisions and responses.
7. Must be able to tolerate many types of stress without medication that would impair the ability to be able to make appropriate decisions regarding the fight or flight psychological response.
8. Must be able to control their emotions in the face of divergent interpersonal or life threatening and traumatic situations.

Emergency Action Abilities: All patrol officers must be able to:

1. Adequately maneuver a patrol vehicle at high rates of speed in traffic or confined areas while using all vehicle equipment, day and night, in all weather conditions. They must be able to exit their vehicle quickly (less than 5 seconds) and stand or assume positions wherein the vehicle is used for cover.
2. Engage in physical combat using defensive and offensive tactics; overcome and apprehend violently resistive people, and properly use the baton, handcuffs, mace or spray, and riot gear.
3. Rescue victims from danger, assess victim's physical condition, and deliver CPR and first aid.
4. Pursue individuals outdoors in all terrains with sudden short durations of 100 yards or longer up to five (5) minutes. Climb stairs, surmount fences or walls.
5. Must also be able to conduct searches or manhunts for three (3) hours or more over distances of at least two (2) miles.
6. Safely operate their duty weapon with accuracy from standing, kneeling, prone positions and while moving on foot.

## **PHYSICAL DEMANDS**

A patrol officer must have the ability to efficiently, effectively, and safely perform all of the essential required duties and tasks of the position. The following outlines the required abilities:

It is imperative that all patrol officers possess and maintain the essential physical abilities to perform their job safely. They must be physically capable to the extent that they are not a liability to themselves or others. They must be able to handle numerous emergency situations that will tax their physical abilities. They must be able to provide protection to themselves and others without the premature or unnecessary use of deadly force. They must maintain a standard of physical fitness in accordance with citizen expectations and department policy.

1. *Range of Motion/Flexibility:* A patrol officer must:
  - a. Be able to move rapidly from a sedentary to active position in response to emergency conditions or perceived deadly force encounters.
  - b. Have the flexibility to rapidly assume a variety of positions to employ “cover and concealment” during emergency circumstances or perceived deadly force encounters.
  - c. Possess the necessary range of motion to overcome or respond to physical attack or effectively disengage an attacker or escape and summon aid.
  - d. Possess the quickness to be able to run short distances in order to escape danger, retreat from attack or take over or chase suspects on foot for short and long distances.
2. *Manual Dexterity/Motor Skills:* A patrol officer must:
  - a. Have the dexterity to be proficient in the use of their firearms and other defensive tactics equipment such as the baton, handcuffs, pepper spray, etc.
  - b. Possess the ability to operate all the equipment and tools necessary to perform the job tasks such as computers, typewriters, mobile and portable radios, vehicles, fax machines, sirens, tape recorders, mobile data terminals, video and audio equipment.
3. *Aerobic Endurance:* A patrol officer must:
  - a. Possess the ability to engage in foot pursuits of suspects without inordinate endangerment to themselves or others. They must also possess the endurance to overcome physical resistance after foot pursuits.
  - b. Be able to remain on the job performing essential duties for a period up to sixteen (16) consecutive hours without relief.
4. *Strength:* A patrol officer must possess sufficient strength to:
  - a. Deliver CPR for extended periods of time.
  - b. Carry and use emergency equipment and supplies.
  - c. Overcome resistance or subdue physically violent persons.
  - d. Physically defend oneself or others from violent assault without the use of deadly force.
  - e. Climb fences or walls of at least six (6) feet.
  - f. Carry or drag a 150 lb. person from danger to safety for a distance of at least fifty (50) feet.
  - g. Lift heavy objects such as in the case of emergency situations.
5. *Sight and Visual Activity:* A patrol officer must:
  - a. Be able to discern the various colors and not have any color blindness that could prove a risk to himself or others. Vision outside of these ranges will subject the officer to additional testing to evaluate his/her ability to perform the essential functions of the job
  - b. Possess adequate depth perception in order to judge distances and estimate speed.
  - c. Possess adequate night vision that will permit the safe operation of motor vehicles, use of firearms, and allow identification of dangerous obstacles, or persons in conditions of darkness.
  - d. Possess adequate peripheral vision to allow the safe operation of vehicles, especially in pursuit driving and to detect danger in a variety of environments.
6. *Hearing:* A patrol officer must:
  - a. Possess the ability to hear adequately over the mobile and handheld radios as well as the telephone.
  - b. Be able to determine the point of origin of noises or sounds as during building or area searches for example.
  - c. Be able to identify different types of sound.
7. *Smell:* A patrol officer must possess the ability to smell smoke, electrical hazards, and different types of fumes, toxic or otherwise.

## **WORK ENVIRONMENT**

In carrying out the duties of a patrol officer, the following conditions or exposures can be expected to be encountered.

1. Routine work indoors 20% of the job
2. Routine work in vehicles 50% to 70% of the job.
3. Routine work outdoors 30% of the job.
4. Working alone during routine patrol.
5. Working all shifts and days of the week.
6. Emergency work call-out at a moment's notice.
7. Close physical contact with people.
8. Exposure to blood and other bodily fluids.
9. Work in all weather conditions.
10. Work on uneven, wet, or slippery surfaces.
11. Exposure to bodily injury or dangerous conditions.
12. Occasional working at high elevations (ladders, roofs, etc.)
13. Work in confined spaces, requiring cramped body positions.
14. Work near large moving vehicles and equipment.
15. Work in darkness or very dim lighting conditions.
16. Exposed to loud noises.

## **ESSENTIAL JOB FUNCTIONS**

Listed below are many of the specific job tasks or functions typically required of a Police Officer in the Patrol Division. This list should not be considered all-inclusive as additional job tasks may be required by either circumstances or ranking officers.

1. Tests equipment for proper operation.
2. Transports evidence/property/people.
3. Utilizes laptop computers to enter offense reports.
4. Administers first aid and initiates basic life support (CPR).
5. Aids lost/stranded people.
6. Answers inquiries about laws and legal procedures.
7. Applies crime prevention techniques.
8. Applies for and serves arrest warrants.
9. Applies for and serves search warrants.
10. Arranges removal of stalled/abandoned/wrecked vehicles.
11. Arranges transportation/evacuation of injured/ill/deceased people.
12. Arrests/cites violators of criminal law.
13. Assists citizens with home lockouts.
14. Assists citizens with vehicular lockouts.
15. Assists the emergency dispatchers as directed.
16. Attends departmental meetings.
17. Attends special job-related meetings and training sessions.
18. Cares for the needs of prisoners in custody or jail.
19. Checks businesses for liquor/cigarette laws, and city license violations.
20. Cites/arrests for traffic law violations.
21. Collects and reports criminal intelligence information.
22. Collects, marks, and preserves evidence at crime/accident scenes.
23. Completes daily work logs/work records.
24. Complies with department policies and procedures, rules, orders, and directives.
25. Conducts building searches for suspects.
26. Conducts elderly/disabled citizen checks.
27. Conducts inventories of vehicles.
28. Conducts jail transfers of prisoners to or from other agency jails.
29. Conducts residential/commercial security checks.
30. Conducts stakeouts/surveillances for long periods of time.
31. Controls crowds and traffic in areas of accidents, fires, and other emergency and non-emergency situations.
32. Counsels offenders.
33. Delivers mail and other correspondence as needed.
34. Delivers well being, contact, and death messages.
35. Directs and controls vehicular/pedestrian traffic movement.
36. Escorts people and vehicles.
37. Establishes barricades for various situations.
38. Fingerprints people.
39. Follows up on pending cases/investigations.
40. Forces entry into locked buildings/vehicles.
41. Guards and protects crime/accident scenes, property and other designated areas.
42. Inquires into records and warrant files.
43. Inspects prisoners for safety/well-being.
44. Interviews or interrogates complainants, victims, witnesses, and suspects and records statements.
45. Investigates all types of crime at a level appropriate to training and experience.
46. Investigates vehicular accidents and completes accident reports.
47. Maintains order in conflict situations.
48. Must be able to pass a duty weapons qualification
49. Operates audio/video recording equipment.
50. Operates emergency equipment (police vehicle, fire extinguisher, etc.)
51. Operates speed RADAR equipment.
52. Performs administrative assignments as required.
53. Performs evacuations of people in cases of emergencies.
54. Performs field sobriety tests.
55. Performs foot patrol to deter and detect crime for periods of at least two hours continuously.
56. Performs public speaking to citizen groups upon assignment.
57. Performs required booking procedures of arrested prisoners.
58. Performs vehicle inspections

59. Performs vehicular patrol for periods of six to eight continuous hours.
60. Photographs crime/accident scenes/ major events.
61. Photographs individuals/property for identification.
62. Prepares various law enforcement reports and documents as required.
63. Properly utilizes department radio and telephone communications equipment.
64. Protects people from injury and harm.
65. Protects property from unnecessary damage.
66. Regularly participates in practice and qualification with duty firearms.
67. Renders professional opinions and assistance to citizens.
68. Reports hazardous road conditions.
69. Reports missing/malfunctioning traffic controls.
70. Reports unsafe health and welfare conditions.
71. Reports unusual or potentially dangerous situations.
72. Rescues animals and people.
73. Researches legal issues.
74. Responds quickly and appropriately to emergency situations.
75. Searches buildings, terrains, vehicles and people.
76. Searches for missing persons.
77. Sets up roadblocks.
78. Temporarily performs tasks of other department personnel and supervisors, as required.
79. Testifies at legal proceedings.
80. Utilize computer systems to perform duties as required.
81. Verifies authenticity of licenses, passes, and identification cards.

**E.O.E.** The City of Tool does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.