

# Job Description



## Police Officer

**Department: Police**

**Salary Grade: 13 \$52,000**

**Reports: Police Chief/Police Sergeant**

**FLSA: Standard/Non-Exempt**

### **Purpose:**

Responsible for patrolling the City of Sanger to prevent, investigate and detect criminal violations of federal, state and local laws.

### **Essential Job Functions and Responsibilities:**

Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties may be assigned.

- Gathers information in criminal investigations by interviewing and obtaining the statements of witnesses, suspects and confidential informants.
- Prepares investigative and other patrol functions, including but not limited to working rotating shifts, walking on foot and/or operating a police vehicle while on patrol duty.
- Works with citizens to identify problems, establish goals and utilize resources available to eliminate problems and/or reduce the impact upon the community.
- Conducts visual and audio surveillance for extended periods of time; effects arrests and forcible entry, when necessary while using handcuffs and other restraints.
- Performs searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking or standing for long periods of time, detaining people and stopping suspicious vehicles and persons through appropriate criminal procedures.
- Pursues fleeing suspects and performs rescue operations which include but are not limited to quickly entering and exiting law enforcement vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling self over obstacles; jumping down from elevated surfaces and climbing through narrow openings; jumping over obstacles, ditches and streams; crawling in confined areas, balancing on uneven or narrow surfaces and using bodily force to gain entrance through barriers.
- Operates a law enforcement vehicle during both the day and night, in emergency situations involving speeds in excess of posted limits in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- Communicates with juveniles and adults by giving information and directions, mediating disputes and advising of rights and processes.
- Processes arrested suspects to include taking photographs and obtaining a legible set of inked fingerprints.

### **Knowledge, Skills and Abilities:**

- Proficient skills to load, unload, aim and fire approved weapons from a variety of body positions, under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in statutory and departmental regulations.
- Ability to exercise independent judgment when determining whether there is reasonable suspicion to detain, probable cause to search and arrest and sufficient need to utilize force and to what degree
- Ability to develop and maintain a positive working relationship with staff, fellow employees, elected officials, supervisors, citizens, business and community groups
- Ability to maintain confidentiality when working with sensitive information and to comply with all record retention laws
- Proficient skills to communicate clearly and concisely in English, both orally and in writing
- Proficient skills in Microsoft Office Suite including Excel, Word, and PowerPoint
- Ability to understand and implement problem solving and conflict management techniques
- Ability to understand and implement excellent customer service practices
- Proficient understanding of all City safety rules and operating procedures
- Ability to maintain proficiency and knowledge of current and upcoming or new regulations/legislation within areas of responsibility

### **Minimum Qualifications:**

- High School diploma or GED equivalent
- Must have completed twelve (12) hours at an accredited college or university with at least a 2.0 grade point average

*The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

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### Licenses and Certifications:

- Must have a valid Texas Class "C" Driver's license prior to employment
- Must be eligible for TCOLE certification

### Conditions of Employment:

- Must have successfully completed a Basic Peace Officers certification course thru a TCOLE authorized training provider
- Must not be on probation for any criminal offense above the grade of a Class C misdemeanor
- Must not have been convicted of a Class B misdemeanor within the last ten (10) years
- Must not have convictions of a Class A or felony offense
- Must not have convictions for any family violence offense
- Must not have convictions for DWI in the past ten (10) years
- Cannot be on suspension for a breath test refusal
- Must not have not been prohibited by state or federal law from possessing firearms or ammunition
- Must not have not been prohibited by state or federal law from operating a motor vehicle within the past twenty-four (24) months
- Must not be currently under indictment for any criminal offense
- Must not have convictions for crimes involving moral turpitude

### Work Environment/Physical Requirements:

*The work environment and physical demands 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.*

- Ability to work overtime and/or be on-call for the department during extreme weather and/or the rotation of schedule on nights/weekends and emergency calls and respond to a call within thirty (30) minutes

### Preferences:

- Bilingual in English and Spanish
- Experience with and commitment to community-oriented policing

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

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