

PART TIME POLICE OFFICER

JOB SUMMARY:

To protect the city's residents and their property, to maintain the peace, reduce the fear of crime and enforce laws and ordinances.

REPORTING RELATIONSHIP:

Reports to: Patrol Sergeant/Patrol Corporal

Supervises: None

ESSENTIAL JOB FUNCTIONS:

- Upholding the law and local ordinances.
- Solving problems to improve the quality of life.
- Providing protections of life and property.
- Enforcing traffic laws, providing general traffic management in event of accidents, or other dangerous situations.
- Investigating offenses, incidents, and accidents.
- Provides assistance to the public as necessary.
- Arrests or assists in the arrest of persons suspected of violations of the law and/or ordinances.
- Prepares required police reports of all calls and incidents in a complete and accurate manner, adhering to property police procedures.
- Is responsible for inspecting and insuring the proper care and maintenance of assigned equipment and vehicles.
- May assist in public education and crime prevention programs to schools; civic organizations and the general public.
- Performs related duties and fulfills responsibilities as required.

EXAMPLES OF WORK:

- Enforce laws
- Respond to emergency and non-emergency calls
- Patrol assigned areas
- Conduct traffic stops and issue citations
- Obtain warrants and arrest suspects
- Write detailed reports and fill out forms
- Prepare cases and testify in court
- Detectives and criminal investigators typically do the following:
- Investigate crimes

- Collect and secure evidence from crime scenes
- Conduct interviews with suspects and witnesses
- Observe the activities of suspects
- Obtain warrants and arrest suspects
- Write detailed reports and fill out forms
- Prepare cases and testify in court
- Pursue and apprehend people who break the law
- Warn, cite, or arrest them
- Patrol their jurisdictions and investigate suspicious activity
- Respond to citizens calls for service
- Perform investigative duties, such as gathering facts and collecting evidence
- Perform specialty duties such as canine units and special weapons and tactics (SWAT)
- Work at a local, state, or federal agency as needed
- Write reports and keep detailed records that will be needed if they testify in court
- Performs other job related functions as assigned or apparent

QUALIFICATIONS:

- Required to have a high school diploma or GED
- Required to have a valid Texas Driver's license or ID Card
- Must hold a minimum of a basic Peace Officer License issued by the Texas Commission on Law Enforcement
- Ability to be certified by the Texas Department of Public Safety in TCIC/NCIC operations within 6 months of employment
- Applicants must pass an oral interview, extensive background investigation to include criminal history, driving record, and credit/financial history, psychological exam, physical exam and drug screen

PHYSICAL REQUIREMENTS:

- Standing/Walking: When talking to suspects, questioning witnesses at a scene, giving citations, etc. Walking frequently and running on all types of surfaces and terrain, including rough terrain, rocky or uneven ground, or areas presenting obstacles such as alleys with garbage or debris. Waling indoors in buildings with carpet, concrete or tile.
- Sitting: While in the patrol car or at tables or desk while attending meetings or doing paperwork. Most sitting is while in the patrol car.
- Reaching/Handling/Fine Dexterity: Frequent reaching at close distances to handle radio, firearms, etc. Some reaching and handling required while doing paperwork or making phone calls.
- Vision: Required to read various documents and computer monitor; observe suspects, drive patrol car. Visual discrimination required to distinguish and identify suspects, clothing, colors, etc.

- Pushing/Pulling: Occasionally to frequently over 100 lbs., depending on the nature of the call. Frequent restraining of individuals weighing over 100 lbs.
- Pushing of stalled or broken vehicles off the road with varying degrees of assistance and weights required.
- Kneeling/Crouching/Crawling/ Bending/Twisting: The nature of police work is such that all types of body positions are assumed to varying degrees depending on the nature of the calls. The officer may have to climb on roofs, or frequently climb stairs, jump or climb over fences or other obstacles. May also assume positions of crouching, crawling, bending, kneeling or twisting in order to apprehend a suspect, chase a suspect in a narrow, small or cramped space, maneuver around, through or under various kinds of obstacles. Bending is also required when handcuffing or trying to restrain a suspect who is attempting to flee particularly if the suspect has to be searched on the ground. Bending required to obtain items from the patrol car or when assisting at the scene of an accident. All other body positions could also be required on occasion at the scene of an accident.
- Hearing/Talking: Required to communicate with other officers, suspects, general public.
- Foot Controls: Required to operate City vehicles.
- Lifting/Carrying: Frequently light objects including firearms, recovered property. Occasional lifting of 50-100lbs., or over 100lbs. in moving victims at scene of accidents, elderly or disabled persons who have fallen, or removing heavier recovered property.

WORK LOCATION AND HOURS:

- Multiple indoor/outdoor locations and varied hours. Must be able to work weekends, holidays, and overnight hours as needed.
- Reserve officers are required to work a minimum of 3 shifts for a total of 24 hours.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to quickly analyze complex information in situations and make decisions of a life or death nature; determine violations of law in order to properly write citations; deal with irate, difficult, aggressive and abusive individuals, and make attempts to verbally calm the individual; use perception and judgment as well as organizational skill to handle a variety of duties at once and determine those of the most pressing or highest priority nature.
- Reading of laws, ordinances, police procedural manuals, memos and directives, computerized data systems, technical reports of accidents, chemical spills, and other emergencies.
- Writing technical reports, including details, observations of accident or crime scenes. Writing should have clear sentence structure and accurate spelling.
- Basic math, including addition, subtraction, multiplication, division; calculate percent in regard to accident reconstruction, and provide accurate measurements.
- Deal with staff, the general public, and other agencies; clear verbal communication required; composure and decision making skills in emergency situations required.
- Assist other City departments including Code Compliance and Animal Control as needed.