



POSITION DESCRIPTION

POSITION TITLE: POLICE OFFICER

DEPARTMENT	Police	Position #	
PROGRAM #		SALARY RANGE	P-1
REPORTS TO	Patrol Sergeant/Patrol Corporal	FLSA STATUS	Non-Exempt
SUPERVISES	No supervisory responsibility	DATE OF REVISION	01/2021

POSITION FUNCTION SUMMARY: This position serves the needs of the community by enforcing federal, state, and local laws and ordinances. In addition this positions Performs patrol functions, makes investigations and arrests suspects, provides assistance to citizens, controls traffic, and responds to other emergencies. At the discretion of a supervisor the position will presents crime preventions programs and performs special assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES: THE STATEMENTS BELOW ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY INDIVIDUAL(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSONNEL SO CLASSIFIED IN THIS POSITION. THE POSITION DESCRIPTION IS SUBJECT TO CHANGE BY THE CITY AS THE NEEDS OF THE CITY AND REQUIREMENTS OF THE POSITION CHANGE.

- **ENFORCEMENT**– Upholding the law and local ordinances; solving problems to improve the quality of life.
- Arrests and detains persons suspected of misdemeanor and felony crimes. Gives Miranda warnings. Enforces traffic laws. Issue citations or warnings to traffic violators. Patrols assigned area for public security and safe keeping. Interviews complainants, witnesses, and suspects. Seizes contraband and abandoned property. Pursues and restrains fleeing subjects. Impounds seized and abandoned vehicles. Searches persons and/or property for safety and evidence. Uses less then deadly force and up to deadly force to protect self and others as needed. Physically restrains arrested subjects as needed.
- **INVESTIGATIVE** – Makes initial investigation of misdemeanor and felony offenses. Establishes crime scene security. Collects statements and evidence. Co-labors with investigative personnel on crime investigations. Investigates traffic hazards and traffic accidents. Conducts investigations into all citizens' complaints to determine law

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violations, and take appropriate action. Investigates domestic disputes, neighborhood disputes, spousal, and child abuse reports. Investigates narcotics activity in assigned area. Searches for and arrests wanted subjects. Recovers stolen property.

- Investigates all types of vehicular accidents including fatalities. Performs selective traffic enforcement. Backs up other patrol officers when assigned.
- **PATROL** – Patrols assigned area on a designated shift. Constantly looks for law violations, hazards, and suspicious persons and activities. Responds to citizen's calls for police service. Advise persons of provisions of law. Gives directions. Takes appropriate action in circumstances occurring on-view. Provides a visible deterrent to crime. Establishes personal contacts with citizens to advise of hazards and crime conditions. Establishes sources of information within the community. Assists citizens with mobility problems. Assists stranded motorist. Reports traffic hazards to appropriate officials for repairs or reconstruction.
- **PROSECUTION** – Presents verbal testimony and evidence in criminal trials. Presents verbal testimony and evidence in municipal court. Interacts with prosecutors on specific cases. Marks and establishes chain of custody of evidence to be offered in prosecutions. Makes drawing and diagrams for presentation in trials. Testifies in other hearings and procedures as needed.
- **CLERICAL** – Prepare offense reports, supplementary reports, and other required reports and enter into computer. Checks stolen or wanted status on property and persons. Completed activity reports. Writes traffic and other misdemeanor citations. Makes sworn written statements as required. Files complaints against violators. Completes appropriate paperwork pertaining to vehicle seizure, inventory and towing. Completes appropriate paperwork for recovery of lost or stolen property. Obtains consent-to-search authorization both verbally and in writing. Completes all other department required paperwork pertaining to operations, search, maintenance and administration.
- Performs a variety of duties necessary to build community relationships. Activities include but are not limited to attending homeowner's association meetings, providing safety/education presentations, conducting crime awareness presentations and performing occasional patrol functions when necessary.
- Prepares required police reports of all calls and incidents in a complete and accurate manner, adhering to proper police procedures.
- Is responsible for inspecting and insuring the proper care and maintenance of assigned equipment and vehicles.
- Communicates effectively and courteously with citizens in person, on the telephone and in writing.
- May be required to attend classes and seminars related to the work assignment.
- May assist other sections or departments in dealing with unusual workloads and/or to provide minimum staff coverage as needed or required.
- Required to work as an essential employee before, during and after an emergency or disaster, whether natural or acts of war.

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- May be required to be on call for the after-hours and weekend.
- Performs other duties and responsibilities as assigned.
- Regular attendance is an essential function of this position.

QUALIFICATION REQUIREMENTS: TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL(S) MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY AND RESPONSIBILITY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED.

Knowledge:

- Knowledge of computer technology and equipment, such as radio, phones and computers.
- Knowledge and skills to use effective physical restraint consistent with departmental policies.
- Knowledge of basic math, including addition, subtraction, multiplication, division; calculate percents in regard to accident reconstruction, and provide accurate measurements.
- Knowledge of law books, legal decisions, city laws and ordinances, map information; memorandums and instructions.
- Knowledge of City policy and procedures.

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.
- Deal with staff, the general public, and other agencies; clear verbal communication required; composure and decision making skills in emergency situations required.

EDUCATION, EXPERIENCE AND TRAINING: THE PREFERRED WAY TO OBTAIN THE MINIMUM KNOWLEDGE, SKILLS AND ABILITIES TO PERFORM THE ESSENTIAL DUTIES AND RESPONSIBILITIES OF THIS POSITION ARE LISTED BELOW. THE CITY RESERVES THE RIGHT TO ALLOW SUBSTITUTIONS IN THE EVENT THAT A CANDIDATE OR INCUMBENT EXCEEDS REQUIREMENTS IN ONE AREA BUT MAY BE DEFICIENT IN ANOTHER.

Formal Education:

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- High School Diploma or GED.

Training (License and/or Certification):

- Must meet all requirements as established by the Texas Commission on Law Enforcement (TCOLE) – Title 37 Texas Administrative Code Chapter 217.
- Must have graduated from a certified Police Academy and passed the TCOLE Peace Officer Licensing Exam, or
- Must hold a valid Texas peace officer license and has never had a license issued by any State law enforcement regulatory commission revoked.
- Must possess a current valid Texas driver's license.

<p>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 POSITION. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.</p>

STAND/WALK	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. Walking indoors in buildings with carpet, concrete or tile.
SIT	Sitting at computer for reports and in police vehicles.
TALK/LISTEN	Hearing sufficient to understand normal conversation in person, on the telephone, and police radio with the ability to understand radio transmissions in noisy and stressful environment.
DEXTERITY	Physical dexterity sufficient to drive vehicle, manipulate computer keyboard, use communication equipment, and handle all required department firearms with precision and accuracy.
CLIMB/BALANCE	Regularly performed while acting in the capacity of a police officer. Required for climbing steps in two or more story buildings.
STOOP/CRAWL/ KNEEL/CROUCH	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 tying 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.
LIFT/MOVE/	Frequently light objects including firearms, recovered property.

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PUSH/PULL Occasional lifting of 50-100 lbs., or over 100 lbs. in moving victims at scene of accidents, elderly or disabled persons who have fallen, or removing heavier recovered property. Occasional lifting of objects weighing to 50-100lbs; pushing of vehicles off roadways to clear traffic lanes. May lift, carry, or drag persons to complete arrest of resisting persons or remove person from danger.

VISION Visual acuity in each eye sufficient to read license plate numbers and describe suspects and vehicles accurately at night using only streetlight or vehicle headlights. Visual acuity in each eye sufficient to accurately direct firearms discharges at appropriate target when vision correction devices are lost or destroyed.

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 TO PERFORM THE ESSENTIAL FUNCTIONS.

**NORMAL HOURS/
DAYS OF WORK** Shift Work – 8 to 10 hour shifts to cover 24 hour per day / 7 days per week

**DESCRIPTION OF
DAILY WORK
ENVIRONMENT** Work normally performed outdoors in all extremes of weather.
Frequent exposure to physical danger and abuse

This Job Description does not constitute an employment agreement between the City of Richmond and the employee. This position is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature

Date