



## JOB DESCRIPTION

Job Title: Peace Officer  
Department: Police  
Supervisor: Corporal/Sergeant/Lieutenant/Commander

### **General Purpose**

Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

### **Supervision Received**

Works under the general supervision of Commander, Lieutenant, Sergeant and/or Corporal.

### **Supervision Exercised**

None

### **Essential Duties and Responsibilities**

Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses and drivers, preserves evidence, arrests violators, investigates and renders assistance at scene of vehicular accidents, summons ambulances and other law enforcement vehicles, takes measurements and draws diagrams of scene.

Conducts follow-up investigations of crimes committed during assigned shift, seeks out and questions victim, witnesses and suspects, develops leads and tips, searches scene of crime for clues, analyzes and evaluates evidence and arrests offenders, prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports and records, including officer's Daily Log, reports of investigation, field interrogation report, alcohol reports, influence reports, Breathalyzer check list, bad check form, vehicular impoundment form, traffic hazard report, etc.

Undertakes community oriented police work and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.

Participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and related activities.

Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.

Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

### **Peripheral Duties**

Maintains departmental equipment, supplies and facilities.

Maintains contact with general public, court officials and other City officials in the performance of police operating activities.

Serves as a member of various employee committees.

### **Desired Minimum Qualifications**

#### **Education and Experience**

- A. High school diploma or equivalent
- B. Must have successful completion of State Basic Academy Training and be TCOLE certified.

#### **Necessary Knowledge, Skills and Abilities**

- A. Some knowledge of modern law enforcement principles, procedures, techniques and equipment;
- B. Some skill in operating the tools and equipment listed below;
- C. Ability to learn the applicable laws, ordinances and department rules and regulations; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and making decisions; Ability to follow verbal and written instructions; Ability to meet the special requirements listed below; Ability to learn the City's geography.

### **Special Requirements**

- A. Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State;
- B. U.S. citizen
- C. Must be able to read and write the English language;
- D. Successful completion of State Basic Training Academy and TCOLE certified;
- E. Ability to meet Department's physical standards;
- F. Must be 20 and reach the age of 21 at the time of appointment.

### **Tools and Equipment Used**

Police car, police radio, radar gun, handgun and other weapons as required, side handle baton, handcuffs, Breathalyzer, pager, first aid equipment.

### **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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear.

The employee is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **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 with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibrations.

The noise level in the work environment is usually moderate.

### **Selection Guidelines**

Formal application; review of education and experience; appropriate civil service commission testing including written and physical agility test; oral interview; background check; polygraph examination; psychological examination; final selection.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Workability for Officers**

Schedule: Shifts vary for 24 hr. coverage

Brief Description of the Job:

Patrol the City to enforce law and order; respond to dispatch calls; and perform special assignments to protect life and property.

Essential Function List: Listed in descending order of frequency.

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

#### Physical Demand and Description

##### Sitting:

To drive the patrol car; work at desk; relieve dispatcher; attend meetings; perform other miscellaneous office tasks; appear in Court.

##### Walking/Running:

Frequently on concrete or in tall grass, mud, water, sand; occasionally on all types of surfaces and terrain, including rough terrain, rock or uneven ground or areas presenting obstacles such as alleys with garbage or debris.

##### Lifting/Carrying:

Frequently; Light objects including firearms and recovered property.

Occasionally: 50-100 lbs. or over 100lbs. to move victims at the scene of an accident or to assist elderly or disabled persons who have fallen in their homes or elsewhere; 50-100 lbs. for recovered property such as TV's.

##### Handling:

To restrain suspects; use firearms; use radar equipment, recover property; change tires; hoses and vacuum to wash vehicle.

##### Fine Dexterity:

To write reports; handle firearms; use: radar equipment, siren controls, spotlights; dust for fingerprints.

##### Vision:

To observe suspects, drive Patrol car, Visual discrimination required to distinguish and identify suspect's clothing, features, license plates; need good night vision and color perception.

##### Hearing /Talking:

To communicate with other Officers, suspects, victims, witnesses, District Attorney, Court Officers and the general public.

##### Foot Controls:

To drive Patrol car.

**Standing:**

Talk to suspects; question witnesses at a crime scene; give citations; provide testimony; serve as Court Bailiff.

**Pushing/Pulling:**

To move vehicles off the road; pull victims from accident scene; push open doors or windows; move obstacles; open gate to maintenance facility to fuel vehicle.

**Reaching:**

Varying distances to open or crawl through windows; at times to reach into vehicles to assist accident victims, to obtain equipment; check inventory in vehicle; reach shotgun in vehicle.

**Kneeling/Crouching/Crawling/Twisting/Bending:**

The nature of Police work is such that all types of body positions are assumed to varying degrees; depending.

**NOTE**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be thought of as a complete list of all possible responsibilities, duties, and/or skills of all personnel so classified. The "performs other work as required or assigned" statement is to be understood that it may be necessary to expand an employee's duties and/or responsibilities on a daily or permanent basis.

THE CITY OF LOS FRESNOS' GOAL IS TO ENSURE CUSTOMERS RECEIVE THE BEST POSSIBLE EXPERIENCE.

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Employee Signature

Date

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Department Head Signature

Date

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City Manager Signature

Date

Revised: August 2017