

HEWITT TEXAS

Job Title: Police Officer
Department: Police
Location: Public Safety Facility
Reports to: Sergeant
Date: 2/5/2018

Grade: 30	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Safety Sensitive: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Job Summary: Under general supervision, perform routine and specialized police patrol, investigation, traffic regulation, and related law enforcement and crime prevention activities to protect life and property within the City. Assignments within this rank include: Patrolman, Field Training Officer, School Resource Officer, K-9 Officer, Detective, Investigator, and Policewoman.

Essential Functions: Enforce the laws and ordinances of the Federal, State, County, and City by performing security patrols of the city in motorized police equipment or on foot; traffic control; investigation; first aid at accidents; detection; investigation control; and arrest of persons involved in crimes or misconduct.

Maintain normal availability to respond to major incidents and emergencies by utilizing physical abilities which include but are not limited to high speed driving; pursuing criminals while on foot; carrying injured persons; climbing fences and walls; overcoming physical resistance of uncooperative or violent suspects; and standing for long periods of time while directing traffic at emergency scenes, fires, and special events.

Investigate suspicious conditions and complaints by interviewing victims, complainants, and witnesses; interrogating suspects; examining crime scenes; gathering and preserving evidence; and testifying and presenting evidence in court.

Make arrests of persons who violate laws and ordinances. Prepare reports of arrests made, investigations conducted, and unusual incidents observed. Transport prisoners to jail, hospital, and other facilities as needed. Assist other agencies and divisions in executing search or arrest warrants and surveillance.

Maintain order in crowds and at public gatherings; escort parades and funerals. Undertake community oriented police work and assist citizens with such matters as

locked or stalled vehicles, crime prevention, drug abuse resistance education, traffic safety, etc. Perform other related duties as assigned. Regular and consistent attendance for the assigned work hours is essential.

The Police Officer must maintain a certain level of physical and mental fitness to safely and effectively perform the assigned duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Communication skills, Ability to work independently, Conflict resolution

Required Education, Experience, and Qualifications: Must be a U.S. citizen. Must be between 21 years of age upon employment and no older than 44 when you are commissioned. High school diploma or GED. Possess a valid Texas Class C Driver's License. Currently licensed in the State of Texas as a Peace Officer. Must pass CJIS background check.

Preferred Education, Experience, and Qualifications: N/A

Physical Requirements:

Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input type="checkbox"/>	Heavy <input checked="" type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Performs a variety of physically demanding maneuvers and activities while involved in law enforcement and rescue operations including but not limited to running, walking, stooping, bending, rolling, crawling, climbing, jumping, lifting, carrying, dragging, manual dexterity, and safely operating assigned equipment and vehicles. May occasionally lift and/or move more than 100 pounds.

Machines, Tools, and Equipment: Operate patrol car, handgun, shotgun, patrol pistol, baton, tazer, pepper spray, and plastic & metal handcuffs. Use first aid kit, AED, and various evidence kits. Utilize department computers and equipment, digital recorders, cameras, radios, radar units, GPS, CAD, EIS system, etc. Wear protective gear such as full body armor, bulletproof vests, hearing protectors, biohazard suits, protective gloves, safety glasses, and filter masks.

Expected Hours of Work: May work irregular hours including nights, weekends, holidays, and extended hours in emergency or disaster situations.

Work Conditions/Environmental Factors: While performing the duties of the job, the employee will frequently work outside. Works under a variety of unfavorable conditions including exposure to gunfire, harsh weather, poor or no lighting, exposure to hazardous chemicals and smoke, extremes in temperatures, electrical hazards, armed and dangerous persons, and communicable diseases.

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

Employee Print Name: _____ Date: _____

Employee Signature: _____