

# **CITY OF HUTCHINS**

## **Police Officer**

### **JOB DESCRIPTION**

**STARTING PAY: \$22.35/hr**

#### **GENERAL SUMMARY**

To perform routine patrol and law enforcement duties, including responding to calls, enforcing traffic laws, communicating with citizens, arresting suspects, and preparing reports. Maintains appearance and operation of patrol vehicle and equipment. Responds to and investigates traffic accidents and provides traffic control. Provides information to the public and community on crime prevention.

#### **SUPERVISION**

General supervision is provided by the Patrol Sergeant.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Conducts routine patrol in designated areas by vehicle and on foot.

Establishes open communications and the presence of law enforcement within the community.

Responds to calls for police service and takes action upon observing a circumstance or situation requiring police attention.

Interviews witnesses, victims, suspects, and arrested persons to obtain pertinent information concerning accidents/crimes.

Responds to burglary and fire alarms, and robbery in progress calls, and performs security checks of buildings and homes.

Assists emergency medical and fire personnel as needed.

Conducts crime scene investigations, i.e., identifies and collects crucial evidence to be secured for processing, handles evidence in a manner to protect chain of custody.

Enforces State and local traffic laws to ensure safety, investigates motor vehicle accidents, and protects lives and property at motor vehicle accident scenes.

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Identifies and issues citations or makes arrest of violators of misdemeanor offenses.

Enforces laws and apprehends misdemeanor and felony violators and fugitives; arrests and transports persons found to have committed a criminal act.

Testifies in courtroom proceedings.

Performs report and record maintenance duties, i.e., offense reports, crime reports, statements, arrest reports, warrants, mileage sheets, impound records, fingerprint cards.

Attends in-service training to maintain current knowledge of changes in laws, new methods of enforcement, and other trends and developments in law enforcement.

Jailer duties which include: feeding, booking, arraigning, and releasing.

### **OTHER DUTIES AND RESPONSIBILITIES**

Perform all other duties as assigned.

### **MINIMUM JOB REQUIREMENTS**

#### **EDUCATION**

High School Diploma or GED.

#### **EXPERIENCE**

None required.

#### **LICENSES AND CERTIFICATES**

Requires Basic Certification from the Texas Commission on Law Enforcement (TCOLE).

**Failure to obtain appropriate certification will result in non-disciplinary termination.**

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge of:**

The principles, methods, materials, equipment, and techniques of patrol officers.

Crime scene procedures.

Recent developments, current literature, and sources of information on police operations.

State and federal statutes and case law covering contraband, drugs, and the use of physical evidence in court, the rules of criminal procedures concerning time limits, discovery, evidence, and expert witnesses.

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Police Department policies, procedures, rules, regulations and unit functions.

Occupational hazards and standard safety precautions.

Office procedures, methods, and equipment including computers and applicable software applications.

Customer service principles and techniques.

English usage, spelling, grammar and punctuation.

### **Skill in:**

Dealing effectively with diverse groups.

Effective written and oral communications.

Gaining information from cooperative and uncooperative interviewees.

Using departmental computer system(s) to enter and retrieve information.

Interpersonal relations.

Conflict resolution.

Operation of an emergency vehicle and its equipment, police radio and portable phones, and other equipment as assigned.

### **Ability to:**

Prepare clear and concise police reports.

Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.

Analyze emergency situations and adopt quick, reasonable and effective courses of action.

Respond to requests and inquiries from the general public.

Maintain a calm and professional demeanor at all times.

Participate in the high level of customer service to internal and external customers.

Operate office equipment including computers and supporting word processing software applications.

Demonstrate an awareness and appreciation of the cultural diversity of the community.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with other employees, staff, and the public.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of

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stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 200 pounds).

**Sensory Requirements:** Tasks require the ability to perceive and discriminate colors or shades of colors. Tasks require the ability to perceive and discriminate sounds. Tasks require the ability to perceive and discriminate depths. Tasks require the ability to perceive and discriminate odors. Tasks require the ability to perceive and discriminate textures. Tasks require visual perception and discrimination. Tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed with exposure to adverse environmental conditions, such as dirt, dust, fumes, smoke, toxic agents/chemicals, temperature and noise extremes, traffic hazards, disease, violence, and/or pathogenic substances.

The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City Administrator.