



# Alvarado Police Department

600 South Parkway Alvarado, Texas 76009

817-790-0910

817-783-5620 Fax



## **JOB DESCRIPTION**

### **POLICE OFFICER**

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#### **GENERAL SUMMARY**

Under general direction, performs law enforcement and crime prevention duties that ensure citizen safety, protection of life and property, and compliance with City, State and Federal laws.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Patrols an assigned area via foot and auto to ensure law compliance and to investigate suspicious activities, individuals or conditions.
- Performs arrests of individuals who violate the law and/or ordinance.
- Subdues violent individuals.
- Enforces City, State, and Federal laws.
- Responds to calls for assistance and provide necessary police protection.
- Issues traffic citation or warning to individuals violating traffic laws.
- Investigates traffic accidents and directs traffic.
- Conducts preliminary investigation of crimes and crime scenes to uncover and document relevant evidence and/or testimony.
- Conducts searches according to due process procedure and collects physical evidence.
- Interacts with community to establish rapport.
- Conducts undercover investigative work.
- Performs other related duties as required.
- Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

#### **Other Job Functions:**

- Conducts follow-up investigations.
- Compiles and prepares reports.
- Processes prisoners into jail facility.
- Prepares cases for court and provides testimony.
- Prepares property, auto, and supplies records.
- Attends training seminars.

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## **KNOWLEDGE, SKILLS & ABILITIES**

### **Knowledge of:**

- Knowledge of City Ordinance, Federal, State and City laws and statutes.
- Approved practice, principle and procedure of police work.
- Weapons and equipment maintenance.

### **Skill in:**

- Communicating both in written and verbal form.

### **Ability to:**

- Ability to follow law enforcement rules and procedures.
- Memorize and retain information.
- Interact and communicate with others in an assertive manner.
- Evaluate information of an uncertain or conflicting nature and make appropriate decisions with regards to the law.
- Solve problems when all necessary facts are not given.
- Remain calm and work fast in emotionally stressful or emergency conditions.
- Establish and maintain a positive working relationship with fellow employees and the community.
- Use of the City of Alvarado Police Department uniform and protective equipment.
- Safe operation of Police motor vehicles.
- Enforce city, state, and federal laws.
- Pursue and subdue violent individuals.
- Conduct arrests and investigations.
- Transverse uneven terrain.

## **MINIMUM JOB REQUIREMENTS**

Twenty-one (21) years of age or older, High School diploma or GED, and must have completed a TCOLE approved police academy and licensed, or licensable, by TCOLE as a Peace Officer. Possession of a valid Texas driver's license with driving record that meets City guidelines.

## **OTHER REQUIREMENTS**

Must be able to speak, read and write the English language.

Must be a United States Citizen.

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## **SPECIAL REQUIREMENTS:**

1. Must pass a physical ability assessment as prescribed by the Alvarado Police Department, showing the applicant is physically capable of performing the essential job functions of a Police Officer.
2. Must pass a psychological/medical examination and be declared in writing (by a licensed psychologist or psychiatrist/medical professional appointed by the Alvarado Police Department) to be in satisfactory psychological, emotional, and physical health for licensing as a peace officer. This requirement may be waived if the applicant meets required licensing guidelines set forth by TCOLE.
3. Candidates who have been honorably discharged from military service must provide proof of an honorable discharge by presenting a DD 214 at the time of personal history statement investigation.
4. Drug test. Before employment with the City, all prospective employees are required to submit a urine or blood test to ascertain the presence of alcohol or illegal drugs in accordance with Section 10.05 of the City of Alvarado Personnel Policies.

## **WORKING CONDITIONS**

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.

Extensive travel throughout assigned designated patrol area via foot, auto; exposure to emotionally stressful, hostile, dangerous, emergency situations and/or condition; outside working conditions with exposure to extreme weather condition.

## **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.

Lifting, carrying, pushing and/or dragging objects weighing up to 200 lbs. (200+ in some situations), 10 feet or less; running, jumping and climbing various inclines, elevated surfaces, terrains, and/or obstacles in pursuit of violators of the law; subject to hazardous and potential physical damages inherent in law enforcement work.

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