

CITY OF MANVEL

POLICE OFFICER POLICE DEPARTMENT

Grade: 106

FLSA: NE

Hourly Rate Range: \$21.65- \$23.28

Emergency Operations Classification: Tier 1 Essential

JOB SUMMARY

- Under direct supervision of Police Sergeant
- Enforce Federal, State, and City laws, rules, regulations, ordinances and codes, maintain a high visibility in the community to deter and prevent criminal activity, and educate the public in ways to protect themselves from criminal activity and/or prevent accidents and injuries.

EXAMPLES OF ESSENTIAL FUNCTIONS

- Respond to police calls from dispatcher; house or business burglaries, auto thefts, traffic accidents, criminal mischief, alarms, domestic violence, violent assaults, rapes, homicides, deceased persons, battered children, assistance to persons who have accidents in their homes, and other assorted calls for police service; drive to the scene; provide protection or assistance to apprehend suspects.
- Write police reports on all necessary calls for service; recognize, identify, and preserve crime scenes, properly mark, tag, process and submit all necessary items of evidence; adhere to proper police procedures.
- Enforce appropriate City Ordinances, State and Federal Laws, all written directives, make ethical decisions that conform to applicable laws, Departmental Policies, Regulations, etc. without supervision when appropriate.
- Patrol city streets when not on assigned calls; cognizant to any violations or needs that come to your attention; check buildings and homes for burglars, intruders and thieves; enforce the traffic laws, assist citizens, for example by changing a tire or giving directions.
- Work well with the public and co-workers daily, communicating effectively, maintaining alertness, composure, helpful attitude and professionalism in all circumstances, including extreme stress and adverse conditions, verbal abuse, criticism and/or other adverse conditions without showing emotions and without exciting others who are present. Follow chain of command and instructions, receptive to supervision. Immediately comprehend and execute orders from a supervisor in emergency situations. Adapt towards procedures, programs, regular and special assignments. Recognize the need for supervisory intervention and seek it when needed; keep supervisors informed of relevant activity.
- Work in the office in either dispatch front office or booking prisoners; fill out paperwork associated with jail activity and booking; review legal documents pertaining to prisoners and take appropriate action, such as transfer to another facility, or providing response by other emergency medical services.
- Perform miscellaneous duties such as attending meetings and training sessions; obtain assignments; compile reports; appear in court for testimony; serve warrants and subpoenas issued by any court; communicate with other officers or investigators regarding cases.

MARGINAL FUNCTIONS

- Assist individuals with mobility impairments when appropriate

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- Assist in carrying firefighting equipment, victim rescue, firefighting when needed
- Assist in capturing, destroying animals when appropriate
- Assist in delivering babies when needed
- Fuel, service, clean, and wash police vehicle
- Assist in setting up training equipment, e.g. firing range, driving course, etc.
- Provide services to the general public when emergency conditions warrant it, either in preparation for, or as a reaction to, one or more disastrous events such as: a civil disturbance, hurricane, tornado, earthquake, flood, ice storm, fire, chemical accident including a hazardous material spill, possible public exposure to hazardous conditions, or other disasters which threaten the safety of the citizens

(Note: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.)

REQUIREMENTS

A. Training and Experience: • High school diploma; GED is acceptable with 60 college credit hours

- College degree preferred
- Valid State of Texas Class C Driver's License and good driving record
- Texas Basic Certificate of Law Enforcement Officer Training and currently TCLEOSE certified
- Must be U.S. citizen to be sworn in as a Texas Officer
- Ability to pass a drug test; No felony convictions
- Two (2) years of related experience

B. Knowledge, Skills, and Abilities:

- Aptitude for law enforcement work
- Ability to think clearly and act effectively in emergency situations, making sound and logical decisions quickly
- Good prioritizing and problem solving abilities
- Ability to observe and remember details of incident, names, and faces
- Physical agility and good cognitive abilities are required for successful performance of essential functions

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C. Physical Requirements:

- Some tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (50-100 pounds) items

D. Environmental Requirements:

- Some tasks require exposure to adverse environmental conditions (e.g. dirt, cold, rain, fumes)
- Some tasks require exposure to extreme heat/cold or extreme weather
- Some tasks require exposure to strong odors and/or smoke
- Some tasks require exposure to strong and/or toxic chemicals
- Some tasks require exposure to dust or pollen

E. Sensory Requirements:

- Some tasks require sound perception and discrimination
- Some tasks require odor perception and discrimination
- Some tasks require depth perception and discrimination
- Some tasks require visual perception and discrimination
- Tasks require oral communication ability

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Manvel. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Signature/Approval

Employee Date

Immediate Supervisor Date

Department Director/Supervisor Date