

POSITION DESCRIPTION
City of Big Spring

Job Title: Certified Police Officer
Department: Police

Grade: P1-01
Pay Rate: \$22.105 per hour

JOB SUMMARY

This position is responsible for the enforcement of federal, state, and local laws, the protection of life and property and preserving the peace.

MAJOR DUTIES, FUNCTIONS AND RESPONSIBILITIES:

Essential duties and functions may include the following:

- Patrols an assigned zone on foot, on bicycle, and by vehicle to detect and deter criminal activity and traffic violations.
- Enforces traffic and parking laws.
- Receives information on activity in an area and assists in plans to address problems.
- Responds to calls relayed by Communications Officers, including but not limited to domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.
- Gathers information/probable cause to secure either arrest or search warrants as needed.
- Conducts preliminary investigations into traffic accidents and other incidents, including but not limited to interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.
- Process crime scenes to recognize, collect and preserve evidence.
- Apprehends arrest, and process offenders, including fugitives; subpoenas witnesses and serves warrants.
- Provides assistance and backup support to other officers and emergency service providers as necessary.
- Assists motorists.
- Performs bailiff duties at Municipal Court.
- May provide first-aid and CPR to victims as necessary.
- Provides traffic direction as needed for special events such as parades, funerals, athletic events, and school crossings.
- Preparing for and attending court proceedings as necessary.
- Completes all required reports and forms, including accident and incident reports.
- Inspects and maintains assigned patrol car, uniform, and equipment.
- Provides relief duties for communications officers and jailers.
- May serve as Hazardous Materials Technician.
- Serves criminal and court-related paper work.
- Participating in mandatory and elective training.
- May serve as a member of the department's SORT team.
- May serve as a field-training officer for the department.
- May serve as School Resource Officer/DARE Officer; provides DARE instruction to school children.
- May serve as relief supervisor in the absence of the Sergeant.
- May be on call after hours to respond to emergency situations.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION

- Familiar with Texas Penal Code, Texas Code of Criminal Procedure, Texas Transportation Code and Texas Family Code.
- Knowledge of relevant federal and state laws, criminal and traffic codes, juvenile law, search and seizure laws, and city ordinances.
- Knowledge of City of Big Spring Police Department rules and regulations as well as City of Big Spring ordinances.
- Knowledge of City, department and safety policies and procedures.
- Knowledge of traffic accident investigation techniques and procedures.
- Knowledge of the geography and streets of the city.
- Knowledge of first-aid and CPR techniques.
- Knowledge of the judicial system and court procedures.
- Skill in operating computer and police software.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in operating radios and communications equipment.
- Skill in operating radar equipment.

- Skill in evidence packaging.
- Skill in restraining persons without causing physical harm.
- Skill in decision-making.
- Skill in report writing.
- Skill in controlled substance field-testing.
- Skill in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Sergeant - Patrol assigns work in terms of general instructions. Work is reviewed for accuracy, compliance with established procedures, and the nature and propriety of the final results.

GUIDELINES

Guidelines include state and federal laws, traffic laws, city ordinances, court rulings, constitutional guidelines, training manuals, city and department policies and procedures, and supervisory instructions. These guidelines are generally clear and specific, but require some interpretation in application.

COMPLEXITY

The work consists of related law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work. Officers must display the ability to rapidly make accurate decisions in critical situations.

SCOPE AND EFFECT

The purpose of this position is to protect life, property, preserve the peace and enforce federal, state, and local laws. Successful performance helps ensure the safety and well being of citizens and contributes to the efficient and effective operation of the department.

PERSONAL CONTACTS

Contacts are typically with co-workers, other city employees, other emergency service providers, court system personnel, attorneys, judges, medical personnel, law enforcement officers from other agencies, and the general public.

PURPOSE OF CONTACTS

Contacts are typically to give or exchange information, provide services, interview persons, resolve problems, and negotiate or settle matters.

PHYSICAL DEMANDS

The work is typically performed while sitting, standing, walking, running, bending, crouching or stooping. The work also requires the ability to climb stairs and to work at varying heights. The employee occasionally lifts light or heavy objects, uses equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color and must have vision acuity to read and recognize objects at various distances. The employee must also use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT

The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to inclement weather, noise, dirt, dust, contagious or infectious diseases, and life-threatening situations. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to execute other duties not mentioned that are of similar kind or level of difficulty.