

**JOB TITLE: POLICE OFFICER (non-exempt)**

**DEPARTMENT: PUBLIC SAFETY - POLICE**

**JOB SUMMARY:** This position performs the duties of a "Peace Officer" under Texas law, including enforcement of criminal and traffic laws, crime prevention and investigation, apprehension and arrest of criminal suspects in accordance with the law, protection of rights and property of citizens, the provision of basic police assistance to the public, participation in public affairs or educational programs designed to make known the police presence in the community.

**ESSENTIAL FUNCTIONS:** (This list is not exhaustive and may be supplemented as necessary.)

- Patrols city streets, parks, commercial and residential areas to preserve the peace and enforce the laws and ordinances
- Providing for the protection of the quality of life, eradicating crime conducive conditions, and engaging our community in a positive and proactive manner
- Detect criminal activities and control vehicular traffic
- Respond to calls for service; investigate accident scenes, criminal activity reports, civil and domestic disturbances, missing persons reports, reports of prowlers and illegal drug activities, etc., and take appropriate actions
- Investigates and reports crimes, accidents, property offenses, and existing unsafe conditions in the streets and/or other places
- Interrogates suspects, witnesses, and drivers; Secures accident or crime scene and preserves evidence
- Renders assistance as may be needed, including the summoning of ambulances and other emergency or law enforcement assistance
- Issues citations and makes arrest of law violators in accordance with departmental policies and procedures and effective law enforcement techniques
- Prepares a variety of reports and records including but not limited to daily logs, investigation reports, field interrogation reports, accident reports and arrest reports
- Testifies in court and communicates with other law enforcement personnel, city attorney, county prosecutors and district prosecutors as deemed necessary
- Conducts searches of vehicles, homes, businesses and other locations for contraband and drugs in accordance with departmental policies and procedures
- Assist in serving warrants and subpoenas
- Provides assistance and information to citizens such as changing a flat tire, directions, traffic safety, crime prevention referrals, etc.

**OTHER JOB FUNCTIONS:**

- Proficiency and skill in the use of firearms, weapons, radio equipment and radar
- Skill in physical defense tactics
- Skill in the use of police vehicle in emergency and non-emergency situations
- Ability to operate a police patrol vehicle

- Ability to enter data into logs, files and databases accurately
- Ability of follow oral and written directions
- Ability to interpret and apply modern police methods, laws, regulations, policies and procedures relating to law enforcement
- Ability to gather and organize data
- Ability to make independent judgments
- Ability to respond to and apply established procedures in emergency situations
- Ability to establish and maintain effective working relationships with peers, supervisors, the general public and other law enforcement agencies
- Ability to communicate effectively both verbal and in writing
  - Assist fire personnel at the scene as directed

The physical demands and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job or which the employee will encounter. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. The employee must have normal vision, hearing, and understandable articulation. The employee must occasionally lift and/or move objects outdoors during inclement weather conditions and in extreme hot and cold temperatures. The employee is occasionally exposed to personal risk while working in dangerous and life-threatening situations and while driving or riding in a police vehicle at high rates of speed. The employee is exposed to personal risk while working with persons under the influence of drugs and alcohol, convicts, and felons. The noise level of the work environment ranges from generally quiet to moderately loud.

\* Patrol officers typically work 12-hour shifts

#### **REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSE:**

- High school graduate or GED
- Basic certification issued by the Texas Commission on Law Enforcement Officer Standards and Education
- Texas Class C driver's license
- Knowledge of criminal, civil, juvenile and traffic laws and regulations
- Knowledge of city codes and ordinances
- Knowledge of departmental policy and procedures
- Knowledge of police patrol and law enforcement procedures
- Knowledge of safety regulations applicable to motorized vehicles and equipment
- Knowledge of radio communication
- Knowledge of geography of city
- Knowledge of routine vehicle and equipment maintenance
- Knowledge of modern police record systems
- Knowledge of the Penal Code

• *The City reserves the right to allow an employee to obtain licenses/certifications during a reasonable time frame agreed to in writing (unless otherwise prohibited or limited by law) as a condition of continued employment. Failure to obtain the licenses/certifications as agreed will result in termination.*

**HOW TO APPLY:** Applications must be submitted on the City's Application for Employment form, which is available at <https://www.breckenridgetx.gov> and: Breckenridge Police Department, Chief Of Police 210 East Dyer Breckenridge, TX 76424. Please call Records Clerk at 254-559-2211 for further information.

**A Personal History Statement and Authority to Release are required as part of the application.**

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of this job.

_____	_____ Signature of Employee	_____ Date
_____	_____ Signature of Supervisor	_____ Date
_____	_____ Signature of Department Head	_____ Date

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

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, behaviors, and competencies required of personnel so classified in this position. This job description is subject to change by the City Government as the needs and requirements of the job change and the*