

FLSA: NON EXEMPT
PAY RANGE: 29
PAY CODE: HOURLY
WC/CODE: 7720

**CITY OF WHARTON
POLICE OFFICER I**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of duties in the enforcement of laws and the prevention of crimes; to control traffic flow and enforce State and local traffic regulations; and to perform a variety of technical and administrative tasks in support of the Wharton Police Department.

RESIDENCY REQUIREMENT

Position contains a residency requirement as prescribed by the Police Residency Policy in effect.

DISTINGUISHING CHARACTERISTICS

This is the entry/journey level class within the Police Officer series. Employees within this class are distinguished from the other Police Officer classes within the series by the performance of routine public safety duties and tasks assigned. Employees at this level may receive occasional instruction or assistance as new or unusual situations arise.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level command staff.

Exercises no direct supervision.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential duties and responsibilities:

. Patrol a designated area of the city to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; check buildings for physical security.

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Essential duties and responsibilities:

. Respond to burglar alarms, general public service calls and complaints including domestic disturbances, civil complaints, property control, automobile and accidents, robberies, and related misdemeanor and felony incidents.

Collect, process, photograph and present evidence including fingerprints, fibers, blood and related physical evidence.

Enforce traffic laws and ordinances; check speed with radar; issue warning and citations.

Interview suspects, victims, and witnesses in the field; conduct and participate in the search for suspects.

Prepare reports on arrests made, activities performed and unusual incidents observed; maintain a daily log of all calls.

Provide first aid to individuals in need of medical attention.

Arrest and maintain custody of prisoners; book and transfer prisoners to jail.

. Serve warrants and assist in execution of police raids.

. Assist in bicycle registration; issue bicycle permits to citizens.

. Perform preliminary criminal investigations

Direct traffic at fires, special events, and other emergency or congested situations.

Other important duties and responsibilities:

1. May be required to testify in court.
2. Assist EMT and Fire personnel as needed; provide assistance to other law enforcement agencies.
3. Attend department-sponsored training.
4. Perform related duties and responsibilities as required.

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QUALIFICATIONS

Knowledge of:

Police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques.

Criminal law and criminal procedures with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence.

Offensive and defensive weapons nomenclature and theory.

First aid principles, practices and techniques.

Self defense tactics.

Interviewing and interrogation techniques.

Public relations techniques.

Report writing techniques and procedures.

Ability to:

Observe accurately and remember names, faces, numbers, incidents and places.

Use and properly care for firearms.

Understand, interpret and apply laws, regulations, policies and procedures.

Prepare clear, accurate and grammatically correct written reports.

Analyze situations quickly and objectively to determine and take emergency action.

Identify potential crime situations or traffic hazards and take preventive action.

Administer first aid.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

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Ability to:

Follow all safety rules and regulations of the Police Department.

Meet the physical requirements established by the Department.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *running, walking, standing or sitting for extended periods of time*
- *effecting arrests*
- *subduing resisting individuals*
- *chasing fleeing subjects*
- *running, walking, crouching or crawling during emergency operations*
- *moving equipment and injured/deceased persons*
- *climbing stairs/ladders*
- *performing life-saving and rescue procedures*
- *operating assigned equipment including firearms and vehicles.*

Effectively deal with personal danger which may include exposure to:

- *hazardous chemicals and materials*
- *dangerous firearms*
- *intense heat*
- *electrical hazards*
- *dangerous animals*
- *armed and dangerous persons*
- *communicable diseases*
- *hazards of emergency driving*
- *emotional and criminal persons*
- *hazards associated with traffic control and working in and near traffic*
- *natural and man-made disasters.*

Maintain mental capacity which allows the capability of:

- *exercising sound judgment and rational thinking under dangerous circumstances*
- *evaluating various options and alternatives and choosing an appropriate and reasonable course of action*
- *demonstrating intellectual capabilities.*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *operating assigned equipment*
- *communicating with others.*

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Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience required. Previous law enforcement experience is preferred.

Training:

Equivalent to the completion of the twelfth grade and completion of basic police training.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of Basic Law Enforcement Certification issued by the State of Texas (TCOLE).

WORKING CONDITIONS

Environmental Conditions:

Work in an office or emergency environment; may work in intense life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, and noise; may be exposed to emergency and disaster situations; may work in stressful situations.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting, standing, running, walking, crawling, climbing, stooping and lifting for prolonged periods of time; and in operating a motorized vehicle; maintaining physical condition appropriate to the performance of assigned duties as specified by the Basic Law Enforcement Certificate.