

# CITY OF OVERTON

## JOB DESCRIPTION

JOB TITLE: **Police Officer (FT)**

FLSA STATUS: **Non-Exempt**

DEPARTMENT: **Police**

### **POSITION SUMMARY:**

Performs a variety of law enforcement functions on behalf of the City's Police Department; patrols assigned areas of the City; detects and deters criminal activity; participates in criminal investigations; conducts traffic enforcement duties; provides information and assistance to the public; prepares law enforcement records and documentation; and performs other related duties as assigned. May be assigned to a specialized function or area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED:**

This position receives supervision from the Police Captain. This position does not supervise any other positions.

### **WORKING RELATIONSHIPS:**

Relationships with coworkers shall be guided by the following tenets: The incumbent is cooperative and, when appropriate, assists others. Works to promote teamwork within the City in general. Shares information with peers. Resolves conflict through the use of tact and diplomacy. Accepts responsibility and works well when given responsibility. Accepts and is eager to learn new duties. Offers suggestions to improve the activities and the operation of the City in general. Continually strives to improve the proficiency of their job performance and provide a safe work environment. Is a self-starter. Exhibits a positive image and outlook when interacting with coworkers and/or the public. Serves as a positive role model for others.

### **WORK SCHEDULE:**

The normal shift for a Full Time Police Officer is a twelve (12) hour shift, for a total of eighty-four hours based on a two week pay period at straight time. Any hours worked over eighty-four hours in the two week pay period is compensated at the over-time rate of time-and-a-half. Holiday Pay for a Police Officer is compensated at eight (8) hours of straight time pay.

### **ESSENTIAL DUTIES:**

*Duties include but are not limited to the following:*

#### **Patrol Officer Duties:**

1. Provides for the protection of life and property within the community and the enforcement of local, State, and Federal laws, regulations, codes, and ordinances
2. Conducts a variety of law enforcement duties including patrol, traffic enforcement, criminal investigations, identifies moving violations, initiates traffic stops, and issues citations accordingly; investigates DWI's and traffic accidents; directs traffic and/or special details
3. Patrols assigned areas of the City including residential, commercial, and industrial areas; conducts security checks of homes and businesses
4. Detects and deters criminal activity within the community including but not limited to burglary, theft, robbery, and narcotic trafficking
5. Conducts surveillance/undercover work as assigned
6. Participates in criminal investigations; processes crime scenes; documents, collects, and preserves evidence, interviews victims and witnesses; interviews suspects

7. Responds to calls for police service involving criminal activity, accidents, or other incidents; assists the Fire Department, EMS, and outside agencies in response efforts
8. Apprehends and/or arrests offenders; transports individuals to jail facilities; books prisoners
9. Interacts with and provides assistance to citizens and the general public; responds to inquiries regarding a variety of law enforcement matters
10. Prepares and maintains various types of law enforcement documentation including but not limited to offense reports, arrest documents, and probable cause sheets
11. Cleans and maintains assigned law enforcement vehicles and equipment
12. Attends and participates in a variety of meetings and in-service training sessions. Performs other related duties as assigned or required
13. Assist Animal Control Officer on daily operations of animal control and any of the Animal Control Officers duties when assigned or dispatched
14. Assist Code Enforcement Officer on daily operations of Code Enforcement when assigned or dispatched
15. Performs essential duties of a dispatcher if scheduled or assigned to work the dispatch desk
16. Performs other duties as assigned

**When assigned to a specialized function or area of responsibility:**

1. Participates in specialized law enforcement activities for area of assignment including traffic, criminal investigation, special investigation/apprehension, community policing, school resource services, and/or training and recruiting
2. Provides for the delivery of high quality law enforcement services to the local community
3. May serve as Traffic Officer; directs traffic; provides vehicle escorts; enforces traffic laws and promotes safe driving practices; identifies traffic violations and issues citations accordingly
4. Investigates motor vehicle accidents and hit and run cases; files criminal charges as required
5. May serve as Detective; investigates various types of criminal cases relative to area of assignment including general, juvenile, and/or cyber-crimes. Reviews offense reports and follows up on initial complaints filed by the public; locates, contacts, and interviews crime victims and witnesses
6. May staff the Special Investigations and Apprehension Unit (SIA); conducts specialized investigations; performs surveillance/undercover work; develops and cultivates informants
7. Compiles information on suspects; executes search/arrest warrants; apprehends and arrests suspects, wanted subjects, and/or fugitives
8. Processes/views crime scenes; documents, collects, preserves, and analyzes physical evidence; obtains and examines latent fingerprints; performs forensic computer examinations
9. Submits criminal cases to the District Attorney's Office for prosecution; attends and participates in court proceedings; provides legal testimony; serves as Expert Witness as required
10. Serves as Police Area Representative (PAR) and implements a variety of community policing initiatives; acts as a liaison between the Police Department and citizens
11. Establishes and maintains Neighborhood Crime Watch programs for area of responsibility; educates the public regarding crime prevention techniques
12. Formulates plans to resolve neighborhood issues and improve the quality of life for citizens
13. Patrols assigned beat and/or participates in responding to calls for police service as required
14. May serve as School Resource Officer and facilitates a safe learning environment for students
15. Mentors and counsels students/parents; provides information regarding criminal justice processes and victims' rights; educates youth regarding alcohol awareness, drug abuse, and bullying
16. May serve as Training and Recruiting Specialist; attends job fairs; identifies and recruits law enforcement applicants; conducts background investigations for job applicants
17. Coordinates training activities for law enforcement personnel; creates and updates training lesson plans; delivers employee training on a variety of law enforcement topics.
18. May serve as Quartermaster; monitors and ensures police personnel are appropriately supplied with necessary uniforms and equipment.

19. Prepares and maintains a variety of law enforcement records and documentation. Performs other routine or specialized duties relative to area of assignment as required.

**KNOWLEDGE/ABILITIES/SKILLS:**

**Knowledge of:**

- Familiar with Texas Penal Code, Texas Code of Criminal Procedures, Texas transportation Code and Texas Family Code
- Relevant federal and state laws, criminal and traffic codes, juvenile law, search and seizure laws and city ordinances
- Traffic accident investigation techniques and procedures
- Judicial system and court procedures

**Ability to:**

- Comprehend and learn City of Overton Police Department rules and regulations, City of Overton employee policies and procedures and City of Overton Code of Ordinances
- Comprehend and learn City, and Overton Police Department safety policies and procedures
- Learn the geography and streets of the City of Overton

**Skilled in:**

- Operating a computer and police software
- Operating police vehicles, firearms and emergency equipment
- Operating radios and communications equipment
- Operating radar equipment
- Evidence packaging
- Restraining persons without causing physical harm
- Decision making
- Incident report writing
- Controlled substance field testing
- Communicating and dealing with the public in various situations
- Oral and written communication
- Microsoft Office Suite (Microsoft Word and Excel) is preferred not required

**EDUCATION AND EXPERIENCE:**

Possess and maintain the following Licenses /Certifications during course of employment:

- High School diploma or General Education Degree
- Experience in Law Enforcement Telecommunications
- One (1) year related experience as a peace officer or reserve peace officer is preferred, not required

**LICENSE/CERTIFICATE:**

- Valid Class C Texas drivers' license
- TCOLE approved Telecommunications Operators Certification or the ability to obtain said certification
- Basic Texas Peace Officer License is required

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: Ability to read, write and comprehend the English language. Ability to demonstrate effective communication of ideas both verbally and in written form using the

English language. Ability to communicate in the English language under strained circumstances. Work is performed in a law enforcement environment. Subject to sitting, standing, walking, bending, reaching, kneeling, crouching, crawling, operating law enforcement vehicles, pursuing/apprehending suspects, and lifting of objects up to 50 pounds. Exposure to variable weather conditions, traffic hazards, crime/accident scenes, firearms, hazardous materials and chemicals, infectious diseases, blood borne pathogens, and potentially aggressive/violent members of the public is involved. Ability to develop and maintain a positive working relationship with the general public. Ability to understand and follow City/Departmental policies, rules, and regulations. Ability to identify and distinguish between primary colors. Ability to pass background investigation by the City of Overton Police Department. Ability to pass a medical examination polygraph and/or drug screen if required by the City of Overton and/or State of Texas. Ability to pass psychological examination. Ability to demonstrate basic mathematical ability in addition, subtraction, multiplication and division.

The City of Overton is an Equal Opportunity Employer. In compliance with Disabilities Act (ADA), the City of Overton will provide reasonable accommodations to qualified individuals with disabilities.

**I have read and understand the duties and responsibilities of this job description**

Employee's Signature

\_\_\_\_\_  
Date

Supervisor's Signature

\_\_\_\_\_  
Date