

## **GENERAL SUMMARY:**

Under general supervision, to perform law enforcement and crime prevention work for the protection of life and property; to maintain order, enforce laws and ordinances, protect life and property within the City by performing a combination of duties: suppressant crime patrol, directing traffic, issuing citations, summonses, investigating traffic accidents, apprehending and arresting suspects, processing prisoners, and protecting crime scenes; and to perform general and specific assignments from superior officers in accordance with established rules and procedures; provide quality police service to all citizens, visitors, and businesses in an efficient and professional manner. Perform other duties as required.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

May include, but are not limited to, the following:

- Patrols the City and receives dispatched calls for service to help prevent crime, aid citizens needing assistance, and arrest violators of the law.
- Enforces traffic laws and provides escorts to ensure safe motor vehicle operation throughout the city.
- Prepares written reports as required by specific assignments.
- Answers, screens, and refers calls from citizens requesting police services.
- Investigates reports of criminal activity, interviews victims and witnesses, seeks, gathers, and submits evidence for processing, interrogates suspects and arrests suspected offenders.
- Testifies in court as required.
- Instructs citizens, businesses, schools, and civic organizations about methods and techniques that may help prevent one from becoming a victim of crime.
- Participates in community-based policing strategies and programs.
- Responds to emergency calls and routine complaints and disturbances and takes necessary action.
- Direct and escorts traffic, operates traffic radar monitoring equipment and issues traffic citations.
- Conduct investigations of traffic accidents and crimes against people and property
- Questions witnesses, complainants, victims, and suspects and takes statements.
- Chases and apprehending suspects.
- Shares information and work with other law enforcement agencies as directed and appropriate.
- Assists EMS personnel, firefighters, animal control, and City departments as required.
- Conduct security checks of businesses and residential areas on patrol routes.
- Fosters good police-community relations among residents and civilian population.
- Monitors roadway and weather conditions, reporting any potential problems to appropriate agencies.
- Other duties as assigned.

#### MINIMUM JOB REQUIREMENTS:

- Must be a United States Citizen
- Must possess, or be able to obtain prior employment, a valid Texas driver's license.
- Must be at least 18 years of age, but if younger than 21 must have one of the following:
- Associate degree or 60 college semester credit hours,
- Two years of military service OR
- Received an honorable discharge from the United States Armed Forces
- Not have been within the last ten years, under court ordered community supervision or probation for any offense above the grade of a Class C misdemeanor.
- Cannot have been convicted of any Class A or Class B misdemeanor within the last ten (10) years.
- Can not ever be convicted of any offense classified as a felony.
- Cannot ever be convicted of any offense involving family violence.
- Can not be prohibited by state or federal law from operating a motor vehicle.
- Cannot be prohibited by state or federal law from possessing firearms or ammunition.
- Must meet one of the following educational requirements:
- High School graduate, OR
- Have passed a general educational development (GED) test indicating a high school graduation level
- An honorable discharge from the United States Armed Forces with 24 months of service.
- Can not have had a Texas Commission on Law Enforcement (TCOLE) license denied by final order or revoked or have a voluntary surrender of license currently in effect.
- Must be TCOLE certified at the time of application.
- Cannot have violated any TCOLE rule or provision of Occupation Code, Chapter 1701
- Must be of good moral character.
- Must be capable of performing all essential job functions.
- Must be able to provide credible testimony in a court of law.

Knowledge of: Principles and practices of modern law enforcement, which includes patrol, crime prevention, traffic control, investigation and identification techniques, pertinent local, Federal, and State laws, ordinances, and court decisions with specific reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies including rules related to search, seizure, and preservation of evidence in traffic and criminal cases.

Geography of the City, principles and practices of hazard and safety management.

Ability to: Ability to see.

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 type and operate a computer.

Ability to communicate in the English language under strained circumstances.

Ability to demonstrate manual dexterity, strength, and proficiency by qualifying with firearms as required by the State of Texas and the Grandview Police Department.

Ability to stand and walk for extended periods of time.

Ability to rise, kneel and crawl unaided.

Ability to twist upper body without injury.

Ability to coordinate two or more physical operations simultaneously.

Ability to work outdoors in adverse weather conditions involving heat and cold. Work a varied schedule.

Ability to control emotions under stressful conditions.

Ability to interact with coworkers to accomplish work.

Ability to show independence and autonomy.

Ability to make quick and sound decisions in stressful situations.

Ability to understand and follow City/Departmental policies, rules, and regulations.

Ability to identify and distinguish between primary colors.

Ability to work effectively around mechanical hazards.

Ability to pass an extensive background investigation conducted by the Grandview Police Department.

Ability to pass a medical examination, polygraph, psychological and/or drug screen if required by the City of Grandview and/or the State of Texas.

Ability to demonstrate basic mathematical ability in addition, subtraction, multiplication, and division.

Ability to crouch and/or stoop.

Ability to walk and run unaided for specified distances.

Ability to withstand the physical strain of police work. Deal firmly and tactfully with the public.

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

Communicate clearly and concisely, both orally and in writing. Prepare clear and concise technical reports.