



## POSITION DESCRIPTION

### POSITION TITLE: POLICE OFFICER

<b>DEPARTMENT</b>	Police Department	<b>POSITION #</b>	04450
<b>PROGRAM #</b>	1806, 1811, 1823, and 1826	<b>SALARY RANGE</b>	P-2
<b>REPORTS TO</b>	Sergeant	<b>FLSA STATUS</b>	Non-Exempt
<b>SUPERVISES</b>	None	<b>EFFECTIVE DATE</b>	8/23/2013

**POSITION FUNCTION SUMMARY:** Performs patrol functions, makes investigations and arrests suspects. Provides assistance to citizens, controls traffic, and responds to other emergencies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** THE STATEMENTS BELOW ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY INDIVIDUAL(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSONNEL SO CLASSIFIED IN THIS POSITION. THE POSITION DESCRIPTION IS SUBJECT TO CHANGE BY THE CITY AS THE NEEDS OF THE CITY AND REQUIREMENTS OF THE POSITION CHANGE.

- **ENFORCEMENT** – Arrests and detains persons suspected of misdemeanor and felony crimes. Gives Miranda warnings. Enforces traffic laws. Issue citations or warnings to traffic violators. Patrols assigned area for public security and safe keeping. Interviews complainants, witnesses, and suspects. Seizes contraband and abandoned property. Pursues and restrains fleeing subjects. Impounds seized and abandoned vehicles. Searches persons and/or property for safety and evidence. Uses less than deadly force and up to deadly force to protect self and others as needed. Physically restrains arrested subjects as needed.
- **INVESTIGATIVE** – Makes initial investigation of misdemeanor and felony offenses. Establishes crime scene security. Collects statements and evidence. Co-labors with investigative personnel on crime investigations. Investigates traffic hazards and traffic accidents. Conducts investigations into all citizens' complaints to determine law violations, and take appropriate action. Investigates domestic disputes, neighborhood disputes, spousal, and child abuse reports. Investigates narcotics activity in assigned area. Searches for and arrests wanted subjects. Recovers stolen property.

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- PATROL – Patrols assigned area on a designated shift. Constantly looks for law violations, hazards, and suspicious persons and activities. Responds to citizen's calls for police service. Advise persons of provisions of law. Gives directions. Takes appropriate action in circumstances occurring on-view. Provides a visible deterrent to crime. Establishes personal contacts with citizens to advise of hazards and crime conditions. Establishes sources of information within the community. Assists citizens with mobility problems. Assists stranded motorist. Reports traffic hazards to appropriate officials for repairs or reconstruction. Monitors crowds and patrols other large gatherings resulting from strikes, demonstrations, or other special interests groups. Inspects businesses and establishments, which present police hazards. Contacts citizens to determine police problems. Handles persons with mental disorders and welfare concerns. Handles lost or missing children investigations. Acts as field training officer when assigned.
- PROSECUTION – Presents verbal testimony and evidence in criminal trials. Presents verbal testimony and evidence in municipal court. Interacts with prosecutors on specific cases. Marks and establishes chain of custody of evidence to be offered in prosecutions. Makes drawing and diagrams for presentation in trials. Testifies in other hearings and procedures as needed.
- CLERICAL – Writes offense reports, supplementary reports, and other required reports and enter into computer. Checks stolen or wanted status on property and persons. Completed activity reports. Writes traffic and other misdemeanor citations. Makes sworn written statements as required. Files complaints against violators. Completes appropriate paperwork pertaining to vehicle seizure, inventory and towing. Completes appropriate paperwork for recovery of lost or stolen property. Obtains consent-to-search authorization both verbally and in writing. Completes all other department required paperwork pertaining to operations, search, maintenance and administration.
- WHEN ASSIGNED AS ACCIDENT INVESTIGATOR – Investigates all types of vehicular accidents including fatalities. Performs selective traffic enforcement. Trains officers in accident investigation. Backs up patrol officers when assigned. Provides input for development of policies and guidelines pertaining to traffic enforcement and accident investigation.
- WHEN ASSIGNED TO CRIMINAL INVESTIGATION – Interviews complainants and witnesses and obtains written affidavits. Interrogates suspects and obtains written confessions. Collects and disseminates intelligence information on known offenders and criminal activities. Prepares affidavits for search and arrest warrants. Prepares prosecution reports for filing of criminal cases with the District Attorney's Office. Attends Grand Jury and other criminal proceedings and provides sworn testimony. Conducts crime scene searches, collects physical evidence. Sketches and photographs crime scenes. Stores and transports evidence.
- WHEN ASSIGNED TO TRAINING AND PERSONNEL – Prepares training objectives for each fiscal year. Coordinates scheduling of officers for both in-service and outside training. Trains new officers in procedures of the Sugar Land Police Department. Reviews overall progress of probationary officers. Administers remedial training for officers not meeting performance requirements. Instructs courses in areas of expertise. Prepares lesson plans and training bulletins. Oversees Officer Development program. Acts as contact person on special projects related to training or personnel. Instructs in outside institutions as approved.

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- WHEN ASSIGNED TO MUNICIPAL COURT – Performs a variety of duties necessary for the security and maintenance of decorum in the courtroom. Maintains tracks and serves Municipal Court warrants.
- WHEN ASSIGNED TO CRIME PREVENTION – Performs a variety of duties necessary to build community relationships. Activities include but are not limited to attending homeowner's association meetings, providing safety/education presentations, conducting crime awareness presentations and performing occasional patrol functions when necessary.

**CONTACT WITH OTHERS:** TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL(S) MAY BE REQUIRED TO HAVE CONTACT/COMMUNICATIONS WITH INDIVIDUALS INTERNALLY AND EXTERNALLY ON A REGULAR BASIS.

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<b>EMPLOYEES WITHIN DEPARTMENT</b>	Most of the time. Verbal exchange over telephone and in person. Written exchange through correspondence such as e-mail, letters, and memorandum.
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<b>OTHER CITY EMPLOYEES</b>	Most of the time. Verbal exchange over telephone and in person. Written exchange through correspondence.
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<b>GENERAL PUBLIC/CITIZENS</b>	Most of the time. Verbal exchange over telephone and in person. Written exchange through correspondence.
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<b>COMMUNITY ORGANIZATIONS</b>	Frequent. Verbal exchange over telephone and in person, as well as at organized events. Written exchange through correspondence.
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<b>ELECTED OFFICIALS</b>	Occasional. Verbal exchange over telephone and in person, as well as at organized events. Written exchange through correspondence such as e-mail, letters, and memorandum.
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<b>VENDORS/CONTRACTORS /REGULATORY AGENCIES</b>	Occasional. Verbal exchange over telephone and in person, as well as at organized events. Written exchange through correspondence such as e-mail, letters, and memorandum.
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**QUALIFICATION REQUIREMENTS:** TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL(S) MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY AND RESPONSIBILITY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED.

**Knowledge:**

- Knowledge of police vehicle, communications equipment, handgun, shotgun, handcuffs, baton, flashlight, non-lethal chemical agents, computer, riot gear.

**Skills:**

- Skilled in police vehicle, communications equipment, handgun, shotgun, handcuffs, baton, flashlight, non-lethal chemical agents, computer, riot gear.

**Abilities:**

- Ability to successfully perform: under request time pressures, in a noisy, distracting environment; with frequent changes of tasks; in emergency situation; multiple tasks simultaneously; when threatened with physical danger or abuse.

**EDUCATION, EXPERIENCE AND TRAINING:** THE PREFERRED WAY TO OBTAIN THE MINIMUM KNOWLEDGE, SKILLS AND ABILITIES TO PERFORM THE ESSENTIAL DUTIES AND RESPONSIBILITIES OF THIS POSITION ARE LISTED BELOW. THE CITY RESERVES THE RIGHT TO ALLOW SUBSTITUTIONS IN THE EVENT THAT A CANDIDATE OR INCUMBENT EXCEEDS REQUIREMENTS IN ONE AREA BUT MAY BE DEFICIENT IN ANOTHER.

**Formal Education:**

- High School diploma.
- 30 hours of college credits; or two years as a paid police officer; or two years of active military with United States Armed Forces with honorable discharge.

**Relatable Work Experience:**

- Experience with another police agency.

**Training (License and/or Certification):**

- Valid Class "C" Texas Drivers License.
- Must meet all requirements as established by the Texas Commission on Law Enforcement Standards and Education (TCOLE) – Basic Certification.

**PHYSICAL DEMANDS:** THE PHYSICAL DEMANDS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN EMPLOYEE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.

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<b>FITNESS</b>	Ability to pass the department's Physical Readiness Test and/or the Job Task Simulation Test.
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<b>STAND/WALK</b>	Very Frequent walking to respond to calls for police service. Infrequent running to distances of 120 yards to catch fleeing suspects or responds to other emergencies.
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<b>SIT</b>	Sitting at computer for reports and in police vehicles.
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<b>TALK/LISTEN</b>	Hearing sufficient to understand normal conversation in person, on the telephone, and police radio with the ability to understand radio transmissions in noisy and stressful environment.
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<b>DEXTERITY</b>	Physical dexterity sufficient to drive vehicle, manipulate computer keyboard, use communication equipment, and handle all required department firearms with precision and accuracy.
<b>CLIMB/BALANCE</b>	Frequent climbing of stairs, walls, embankments and buildings to arrest subjects, search property, and conduct investigations.
<b>STOOP/CRAWL/ KNEEL/CROUCH</b>	Frequent maneuvers around, through, or under various kinds of obstacles.
<b>LIFT/MOVE/ PUSH/PULL</b>	Occasional lifting of objects weighing to 25lbs; pushing of vehicles off roadways to clear traffic lanes. May lift, carry, or drag persons to complete arrest of resisting persons or remove person from danger.
<b>VISION</b>	Visual acuity in each eye sufficient to read license plate numbers and describe suspects and vehicles accurately at night using only streetlight or vehicle headlights. Visual acuity in each eye sufficient to accurately direct firearms discharges at appropriate target when vision correction devices are lost or destroyed.

**WORK ENVIRONMENT:** THE WORK ENVIRONMENT CHARACTERISTICS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE AN EMPLOYEE ENCOUNTERS WHILE PERFORMING THE ESSENTIAL FUNCTIONS OF THIS JOB. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.

<b>NORMAL HOURS/ DAYS OF WORK</b>	Shift Work – 8 to 10 hour shifts to cover 24 hour per day / 7 days per week
<b>DESCRIPTION OF DAILY WORK ENVIRONMENT</b>	Work normally performed outdoors in all extremes of weather. Frequent exposure to physical danger and abuse