



JOB TITLE: Police Officer
DEPARTMENT: Police
REPORTS TO: Sergeant
CIVIL SERVICE: X
COMPETITIVE: X
EXEMPT:
FULL TIME: X

NON-CIVIL SERV.:
NON-COMPETITIVE:
NON-EXEMPT: X
PART-TIME:

City Council Approved: 7 / 5 /2012

JOB SUMMARY:

Under general supervision, perform assigned municipal law and ordinance enforcement and crime prevention duties which include maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services request as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents.

ESSENTIAL JOB FUNCTIONS:

- Patrol streets, parks, commercial and residential areas on an assigned beat by foot, motorcycle or car to prevent or detect and investigate felony or misdemeanor law violations and other misconduct, regulate traffic and respond to calls for police assistance. Involves: Check stores, businesses, houses and other premises for burglars, fires, and other disturbances. Respond to emergency radio or telephone calls and participate in inquiries into reported or observed events such as vehicular or other accidents, robberies, civil disturbances, domestic violence, fights, drunkenness, missing persons, prowlers, and drug abuse. Examine suspicious conditions and conduct primary searches of scenes of attempted or committed crimes for clues. Seek out and question victims, witnesses and suspects to develop leads and tips. Independently decide course of action ordinarily expected in conformance with Federal, State, County, and City laws and ordinances to immediately deal with difficult and emergency situations without assistance as qualified. Maintain normal contact with police supervisory personnel by radio or telephone for consultation on major emergencies or precedents, to collaborate on investigations or provide mutual assistance during other law enforcement activities. Detain or arrest, restrain, search and advise suspects of their rights, and transport, register and book prisoners. Cooperate and exchange information with other law enforcement agencies as assigned. Obtain advice from City Attorney, Municipal Court, and Prosecutor's office regarding cases, policies and procedures, as needed and assigned. Direct and enforce traffic and parking regulations, issue tickets to traffic violators, inspect motor vehicles for state registration, serial numbers and other pertinent information, and operate speed detecting radar device. Ascertain causes of traffic accidents by taking measurements and drawing diagrams of scenes, inspecting vehicles involved, obtaining and analyzing information incidental to events, and conducting hit-and-run follow-up inquiries. Rescue and render first aid to the injured, and summon ambulances and other law enforcement vehicles. Serve, as qualified, on specialized law enforcement operations or reaction teams, such as canine patrol, two-wheel motorcycle patrol, special weapons assault, juvenile cases, hostage negotiations or surveillance, if assigned. Engage in community oriented policing by mediating disputes, providing assistance to the public with such routine matters as locked or stalled vehicles, conducting educational programs pertaining to issues such as crime prevention, self defense techniques, drug abuse resistance and traffic safety, and furnish general information about department activities. Serve warrants and commitments to fulfill court orders. Testify in court.
- Prepare felony and misdemeanor cases for filing of charges, giving testimony in court proceedings or other proper law enforcement action. Involves: Compile information and write and submit reports on topics such as investigation findings, field interrogations, alcohol or drug influence, accident scenes, and traffic or other hazards that endanger public safety to superior officers. Prepare various records including officer's daily activity log, arrest register, Breathalyzer checklist, bad check form, and vehicle impoundment form.
- Perform related duties as required. Involves: Act on behalf of superior officers in their absence, if assigned. Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventive servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for own professional development. Explain and demonstrate police patrol practices to less knowledgeable employees as requested.
- Application of good knowledge of subjects required for licensing as a Peace Officer as established by the Texas Commission on Law Enforcement principles, procedures, techniques and equipment, and applicable laws, ordinances, and department rules and regulations. Follow oral and written instructions. Skillfully use and care in safe operation and care of a motor vehicle.

- Responsible for any assignments issued by the City of Socorro.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

- A High school diploma or GED.
- Graduation from EPCC law enforcement academy or equivalent accredited college academy, or One year of commissioned police officer experience in a law enforcement agency.
- Basic Peace Officer license issued by Texas Commission on Law Enforcement Officer Standards and Education in compliance with state statute by time of appointment.
- Possess a valid Texas class "C" Drivers License.

EQUIPMENT:

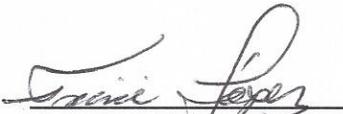
- Operates office equipment such as typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedures of police work and in the use of firearms.
- Operation of Motor Vehicles.

PHYSICAL REQUIREMENTS:

- Must be able to lift over 100 pounds.
- Sitting for extended periods.
- Must withstand vigorous physical demands common to police officer work.

CONDITIONS OF EMPLOYMENT:

- Must be a United States citizen.
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass Extensive Background Check.
- Pass Physical Fitness examination.
- Pass Psychological & Polygraph examination.
- Bilingual skills: English and Spanish preferred.
- Work flexible hours and overtime as required; including weekends, holidays and emergencies.
- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Bilingual Skills: English & Spanish preferred.



Mayor / Mayor Pro Tem

Employee Signature

Date