



**CITY OF RICHLAND HILLS, TEXAS
POLICE DEPARTMENT**

FEBRUARY 2005

IDENTIFICATION:

POSITION TITLE: Police Officer
DEPARTMENT: Police
IMMEDIATE SUPERVISOR: Police Sergeant

JOB SUMMARY:

Under general supervision, employee performs crime prevention and law enforcement responsibilities on an assigned shift for the conduct of routine patrols, preliminary investigation, follow-up or specialized investigations, and traffic-related duties; performs related work as required.

ESSENTIAL JOB FUNCTIONS:

Police Officers patrol assigned areas by car or on foot to discourage crime; observes law violations and takes appropriate action; reports police traffic hazards, responds to emergency and non-emergency calls for service, and takes the appropriate and necessary action; secures and investigates scenes of crime to preserve and/or obtain physical evidence; enforces state and local laws and ordinances, makes arrests and detentions, issues citations; and testifies in court as required; guards, transports, and periodically checks welfare of prisoners; prepares police reports, cases for court action, and other departmental reports; gives advice to the general public regarding laws, ordinances, and crime prevention; addresses community groups; maintains vehicle and police or personal equipment; conducts witness interviews and obtains witness statements; conducts interviews or interrogations of suspects and obtains statements; prepares search and arrest warrants and requirement affidavits; conducts detailed crime scene investigations, including but not limited to evidence retrieval, camera operations, fingerprint retrieval, presumptive drug analysis, and composition of crime scene diagrams; possesses knowledge in fingerprint technology and classification; prepares and files criminal information meetings or training sessions; attends crime information meetings or training sessions; on call, or available for special duties upon request during off hours; knowledge of security hardware needed for business and residential use; works flexible schedule; conducts and organizes Crime Watch block parties and block captains meetings; formally addresses meetings and functions; schedules and organizes various City-wide crime prevention activities; prepares an annual budget; speaks to students in a specialized or routine classroom setting; operates and effectively utilizes a police patrol vehicle, mobile and portable radios, handcuffs, a flashlight, mobile data terminal, radar unit, flares, vehicle tire jack, jumper cables, and a camera; proficient in the use of a handgun, shotgun, and an approved impact weapon; works in both indoor and outdoor environment;

subject of extremes in temperature, inclement weather, and intermittent exposure to loud noise, fumes, and mechanical, electrical, explosives, radiation, chemical, toxic waste, biological, and other hazards; must maintain physical activity over prolonged periods of time including but not limited to



standing, sitting, walking, twisting body, and stooping; must be able to climb, crawl, kneel, run and squat; must be able to carry items, weighing as much as 30 pounds; must be able to push, pull, and drag items weighing as much as 168 pounds, such as an incapacitate person; must be able to hold items weighing as much as 10 pounds for prolonged periods of time, such as a handgun or shotgun; must be able to lift items weighing as much as 50 pounds, such as a spare tire; must be able to operate various keyboard or typewriter equipment; must be able to complete physical requirements with little or no assistance; must be able to operate more than one tool of the job function simultaneously, such as drive and operate mobile radio, a flashlight and a handgun, etc.; must be able to distinguish colors as to effectively and accurately describe suspect vehicles, clothing, items, etc.; must be able to utilize visual acuity in all aspects of job functions corrected to 20/20 in each eye; must be able to perform all job functions utilizing unassisted hearing ability.

OTHER JOB FUNCTIONS:

May be required to assist disabled persons.

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

High School Diploma or G.E.D., Texas Driver's License without restriction except "A"; current Texas Peace Officer's License; Basic Certificate from Texas Commission on Law Enforcement Officer Standards and Education.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

A Police Officer should have the ability to plan, organize, coordinate, and execute job functions efficiently and effectively with little supervision; ability to exhibit a thorough knowledge of the rules and regulations of the department and of criminal laws and ordinances; ability to cooperate with others, other employees of the City, and the general public; ability to communicate and understand written and oral instructions; ability to take effective action in emergency situations; ability to exhibit emotional stability and courage to perform potentially dangerous law enforcement duties under stress; ability to get along with public; ability to maintain reasonable physical endurance and agility as required; ability to maintain discipline and morale; must possess adequate mathematical ability; must possess sufficient decision-making abilities to effectively and efficiently discern topographical information on a map; must be able to adequately handle stressful situations in an effective a manner; must be able to provide a positive role model on and off duty; ability to become knowledgeable in various aspects of job function; ability to represent department in a professional manner; ability to distinguish and disseminate sensitive information as required by departmental procedures.