

Job Description: POLICE OFFICER

PAY GROUP: P5

EEOC CATEGORY: Protective Services

FLSA: Nonexempt

SUMMARY OF POSITION:

Protects the city's residents and property and enforces laws, ordinances, and traffic regulations. Duties include patrolling on motorcycle, in patrol car, bicycle, or on foot to control traffic, prevent crime or disturbance of peace, and arrest violators. Performs preliminary investigations to prevent/deter crime and arrest violators. Position responsibilities are carried out by performing the following duties depending upon assignment to Patrol, Criminal Investigations Division, or Special Services.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Sergeant-Patrol, Sergeant-CID, Corporal-Patrol, and/or appropriate supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with other Police Department employees, other law enforcement agencies, related agencies and organizations, schools, youth, and the general public.

EXAMPLES OF WORK:

Essential Duties*

Responds to calls for police assistance by operating a police vehicle in routine and emergency situations while being able to talk and operate the police radio and emergency equipment;

Directs traffic, escorts traffic, operates traffic radar monitoring equipment, initiates field and traffic contacts and issues traffic citations;

Conducts initial investigations of traffic accidents and crimes against persons and property;

Conducts preliminary and field investigations. Interviews and/or interrogates victims, witnesses and suspects. Documents complaints and investigations as required by policy and procedure;

Collects, retrieves, logs, and stores property and evidence utilizing accepted methods and equipment;

Keeps records of activities and makes reports concerning crimes, complaints, accidents, and investigations;

Prepares affidavits, warrants, as well as executing arrest and search warrants;

Apprehends suspects;

Processes prisoners, including fingerprinting, photographing, ensuring magistrate warning by a judge, searching prisoners, recording and securing the prisoner's property, and transporting prisoners to appropriate detention facility;

Provides courtroom testimony;

Impound vehicles and conducts appropriate inventory;

Shares information and cooperates with other law enforcement agencies as directed and appropriate;

Conducts security checks of businesses and residential areas;

Performs upkeep and maintenance on department vehicles;

Fosters positive police-community relations;

Operates firearms and other impact and/or less-lethal weapons in a safe and accurate manner under stressful and potentially life threatening situations;

Observes all safety rules and procedures; and

Performs other duties as assigned.

ADDITIONAL DUTIES/DARE OFFICER:

Instruct students at elementary/middle schools in a class-room environment of the D.A.R.E. curriculum including effects of drugs, building self-esteem, drug awareness, personal safety, proper use of 911, Stranger Danger and bicycle safety; including lesson plans, grades school projects;

Analyzes D.A.R.E. program effectiveness, produces timely reports, and provides feedback and recommendations as required;

Recruits, organizes and supervises volunteers and personnel who wish to be involved in providing programs and special events for youth;

Attends parent/faculty meetings to solicit their support and understanding of the program;

Presents various subjects to students related to the law and the police in order to increase their understanding of the laws and the police mission;

Provides counseling to students;

Obtains funding sources for programs and advises appropriate authorities of possible funding sources; Coordinates special fund raising events such as SPD Cinderella Ball;

Prepares and administers presentations to community, and civic agencies;

Utilizes social media and other resources to promote youth activities, designs and over sees production of promotional materials, including brochures;

ADDITIONAL DUTIES/DETECTIVE:

Investigates various offenses, including crimes against persons and property, crimes perpetrated by juveniles, and crimes relating to narcotics and vice; also performs delinquency prevention functions;

Prepares, presents, reviews, and supplements cases for the District Attorney's Office, County Attorney's Office, and County and Juvenile Court;

Investigates and prepares follow-up on misdemeanor and felony cases;

Interviews and takes statements from witnesses, victims, and suspects in person or electronically;

Assists and supports officers and other detectives in their cases and duties;

Performs surveillance of suspected criminal activities and gathers, develops, disseminates and maintains crime-related information;

Ensures accuracy, completeness, and legality of investigative reports, investigations, and operations;

Performs function of internal affairs investigator;

ADDITIONAL DUTIES/NARCOTICS INVESTIGATOR:

Investigates various offenses and crimes relating to narcotics and organized criminal activity;

Coordinate, conduct, and assist with narcotics raids;

Assists and supports other agents in their criminal cases and duties;

Prepare and serve affidavits for search and arrest warrants;

Prepares affidavits for seizure of property or money;

Performs surveillance of suspected criminal activities relating to narcotics and organized criminal activity and gathers, develops, disseminates and maintains crime-related information;

Gathers and processes evidence and takes photographs and fingerprints;

ADDITIONAL DUTIES/WARRANT OFFICER:

Processes prisoners, including fingerprinting, photographing, ensuring magistrate warning by a judge, approving city bonds, searching prisoners, recording and securing the prisoner's property, and transporting to appropriate facility;

Receives, records, and serves Class C misdemeanor and other warrants issued by the Municipal Court;

Locates people issued warrants by phone, mail, or personal visits; makes arrests;

Validates addresses by checking records of post office, water department, etc.;

Schedules those served with a warrant for court appearance;

Creates and maintains a warrant filing system;

Disseminates warrant information to other agencies;

Documents payment plans in the Court's Case Management System (INCODE)

Delivers Police Department's daily deposits and outgoing mail to City Hall

Prepares periodic report regarding warrant activity;

Escorts City Hall personnel to bank for cash deposits;

Functions as Municipal Court Bailiff;

Utilizes social media and other resources to promote youth activities, designs and over sees production of promotional materials, including brochures;

ADDITIONAL DUTIES/CRIME PREVENTION SPECIALIST:

Monitors and evaluates current crime trends, assists officers in reducing crime;

Informs the community of crime prevention, public safety and public awareness programs;

Analyzes community problems and in cooperation with citizens, formulates and implements solutions;

Promotes Neighborhood Watch programs and organizes Neighborhood Watch Groups. Revitalizes non-active groups;

Prepares training and determines scheduling for the crime prevention program;

Conducts residential and business security surveys;

Presents various information and programs to parent teacher organizations and other school groups. Makes presentations to civic groups and interested business;

Coordinates the Seguin Police Department Civilian Academy;

Functions as Liaison to the Civilian Police Academy Alumni by attending meetings and coordinating volunteer events;

Assists with Seguin Police Department official social media platforms;

Writes, plans, organizes and produces crime prevention videos & PSA's;

Plans, organizes and participates in annual National Night Out block parties;

Develops and maintains partnerships with local businesses and non-profits;

Plans, organizes and participates in prevention activities such as burglary report card events;

Conducts interviews with multiple media outlets;

Functions as the departmental Public Information Officer (PIO);

Monitors the daily investigations/actions of the Police Department for situations likely to attract media attention;

Creates news releases for release to the local media;

Keeps abreast of updated investigations currently being reported by the media by contacting supervisory personnel of the Police Department on a daily basis;

Responds to requests for information from the local and area media;

Identifies and prepares news releases on specific individual actions, whether job related or within the community, which would be of media interest;

Prepares and reviews Public Records requests from the media, attorneys and the general public;

ADDITIONAL DUTIES/TRAFFIC OFFICER:

Performs a variety of law enforcement and traffic enforcement function, including issuing both warnings and traffic citations. The motorcycle unit responds to a number of traffic related incidents such as traffic accidents, disabled vehicles, parades, special events, and performs extensive traffic enforcement. During times of limited police resources, motor units will be assigned to respond to calls for services and/or back up units.

Motor Officers will work hours and areas as assigned by the Patrol Lieutenant.

This position will be highly visible to the public on the department motorcycle. The primary function is to enforce traffic violations. Traffic officers may also speak to various organizations on the education of traffic safety and crash prevention.

Motor Officers will be assigned to a police motorcycle. During inclement weather, motor officers may be reassigned to police patrol vehicles.

Each Motor Officer's assigned motorcycle may be kept in an appropriate storage area at the Motor Officer's home.

The Motor Officer position requires safe operation of motorcycle and daily inspections of equipment. It is also necessary to participate in yearly recertification of motorcycle skills.

All traffic officers riding motorcycles shall maintain a Class M Texas Driver's License endorsement.

Motor Officers will use their discretion when deciding whether or not to operate their motorcycle due to inclement weather. However, the applicable Commander and/or Uniform Patrol Captain will make final determination if the motorcycle or a patrol unit will be driven.

ADDITIONAL DUTIES/MENTAL HEALTH PEACE OFFICER:

MHPO will work in coordination with Bluebonnet Trails MHMR and act as a liaison to build better working relationships between the two entities to provide a high level of service to the consumers who are in need within the Seguin community.

MHPO will report directly to the Administration Lieutenant; however, they will report to the designated supervisor at Bluebonnet Trails MHMR for daily duties.

MHPO, while on duty, will respond to any situation involving a mentally ill person or crisis intervention call if available.

MHPO will attempt to learn as much as possible about the individuals and their situations by talking with the mentally ill persons and others in crisis, their family, friends, and any other party involved.

MHPO will take all reasonable measures necessary to assist and/or assure the immediate safety of any party involved while handling the mentally ill or person in crisis.

MHPO will refer to proper medical resources when needed for the mentally ill and others in crisis.

MHPO will coordinate emergency detentions and other crisis interventions through the Bluebonnet Trails system.

MHPO will provide annual training to members of the Department as it relates to the role of the MHPO, Bluebonnet Trails, legal updates regarding mental health laws, and other pertinent information regarding crisis intervention.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Abilities: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, departmental policy, rules, regulations, and laws; understand and follow written and oral instructions; write routine reports and correspondence; speak effectively before groups of customers or employees of organization. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent; and to draw and interpret bar graphs. Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving several concrete variables in standardized situations and gather/collect information from individuals in a manner to accurately conduct and document investigations. Ability to establish and maintain effective working relationships with other law enforcement agencies, judicial officials, and the general public, analyze situations and adopt a quick, effective, and reasonable course of action. Must be able to lawfully report for emergency duty from residence within one hour. Ability to work day shift, night shift, weekends, holidays, special assignments, and emergency call outs as assigned by the department.

Physical Ability: Must be able to make forceful arrests using own body strength; demonstrate proficiency with firearms; be able to legally and properly utilize non-lethal or lethal force and related equipment/weapons where applicable; effect forcible arrests when necessary; regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 122 pounds. Regularly required to talk and hear. Frequently required to sit, use hands and fingers to handle or feel; reach with hands and arms; and utilize the sense of

smell. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, crawl, push, pull, run and jump.

Work Environment: While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

SPECIALIZED KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):

Upon completion of academy and/or the Department's field training program, must have working knowledge of police patrol methods, practice and procedures, municipal ordinances and geography of the City.

EDUCATION/ EXPERIENCE

High school graduation, or its equivalent (some college work in criminal justice and/or previous police experience preferred). Must successfully complete the Department's in-service and Field Training Program.

CERTIFICATES AND LICENSES

Must have valid Texas Driver's License and possess, at minimum Basic Certification by the Texas Commission on Law Enforcement and at minimum, Texas Class C Driver's License and possess a good driving record.

* for the purpose of compliance with the Americans With Disabilities Act (ADA)