

City of Van Alstyne  
Job Description / Police Officer

**Job Title:**

Police Officer

**Position Summary:**

To perform law enforcement and crime prevention work; to control traffic flow and enforce city, state, and federal laws; to perform investigations, work, and other special assignments; and to perform a variety of technical and administrative tasks in support of police operations.

**Organizational Relationships:**

Reports to: receives general supervision from higher level supervisory and management staff;

Directs: may supervise police officers on a limited basis in the absence of high ranking officer;

Other: works with community groups and community organizations, as well as the general public; may exercise limited supervision of civilian personnel under special circumstances.

**Typical Duties and Responsibilities:**

Patrols area of the city by patrol vehicle, foot, or bike to preserve law and order;

Discover and prevent the commission of crimes;

Maintains a working relationship with the community officials, general public and fellow employees of the Department;

Communicate effectively with citizens and fellow employees, both verbally and in writing;

Respond to major incidents and assume command when and where needed;

Make normal and ethical decisions that conform to law and other applications;

Performs patrol functions (investigates accidents, criminal complaints, writes tickets, and makes arrest);

Conduct preliminary and follow-up investigations;

Administer first aid when needed;

Proficient with firearms;

Attends training courses to maintain TCLEOSE certifications;

Operates two-way radio;

Interviews suspects, victims, and witnesses;

Assist other officers in the resolution of complex problems and situations;

Prepare reports of arrest made, activities performed, and incidents;

May be assigned to assist with a variety of crime prevention activities;

May be assigned to special operational units, such as DWI task force, narcotics task force, etc;

Appear in court and testify under oath when required;

Regular attendance and punctuality are essential job functions;

The above descriptions are not a complete list of all responsibilities, duties, or skills held or performed by employees in this position. Employees may perform other related duties as assigned;

**Knowledge, Skills, and Abilities:**

Ability to understand and follow written and oral instructions, departmental policy and procedures;

Knowledge of modern principals, methods, and practices used in crime prevention, patrol activities, and criminal investigations;

Knowledge of criminal, juvenile, traffic laws, and city codes;

Knowledge of the geographic layout of the city and its landmarks;

Ability to read and understand highly technical handbooks such as law books and penal codes;

Ability to write letters, records, correspondence, and memos;

Knowledge of first aid techniques and procedures;

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Knowledge of first aid techniques and procedures;

Ability to communicate effectively via police radio, telephone, and in person with citizens, co-workers, supervisors, including persons of diverse background without bias and prejudice;

Ability to make ethical decisions that conform to applicable laws, departmental policy, and regulations;

Ability to operate motor vehicle in adverse conditions including pursuits in a safe manner;

Knowledge of operation of personal computers, software, printers, copiers, faxes, and typewriters;

Ability to correct one self's deficiencies when pointed out by a supervisor;

Ability to analyze data and information, draw conclusions, and propose responsive actions;

Ability to work rotating shifts and hours;

Ability to analyze situations and adopt a quick, effective and reasonable course of action;

Working knowledge of state and federal funding agency guidelines and procedures;

Working knowledge of federal guidelines and court decisions regarding civil liabilities;

Ability to respond to "call-in or call-back" at anytime within 30 minutes of notification;

Knowledge of firearms and specialized equipment;

Ability to travel abroad;

Ability to perform self-defense tactics and proper use of force;

Mental and physically fit to perform the required duties;

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- a) Effecting arrests
- b) Subduing resisting individuals
- c) Chasing fleeing subjects
- d) Running, walking, crouching, or crawling during emergency operations
- e) Transporting equipment and injured/deceased persons
- f) Climbing stairs/ladders
- g) Walking, standing, or sitting for extended periods of time
- h) Performing life saving and rescue procedures
- i) Operating assigned equipment

Effectively deal with personal danger, which may include:

- a) Armed/dangerous persons or animals

- b) Communicable diseases
- c) Hazards of emergency driving
- d) Hazards associated with traffic control and working near traffic
- e) Natural or man-made disasters

**Acceptable Experience, Training, and Requirements:**

Associate degree in Criminal Justice or a related field, certification from the Texas Commission on Law Enforcement Standards and Education, and a valid Texas Driver's license, and a citizen of the United States;

**Or**

High School graduation, or its equivalent, certification from the Texas Commission on Law Enforcement Officer Standards and Education, a valid Texas driver's license, and a citizen of the United States.