



JOB SPECIFICATION

POLICE OFFICER

Code 7542
Grade P1-P3

General Purpose

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 requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents.

Typical Duties:

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. Serve on designated ad hoc committees.



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Knowledge, Skills, and Abilities

- Application of good knowledge of subjects required for licensing as a Peace Officer as established by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) including modern law enforcement principles, procedures, techniques and equipment, and applicable laws, ordinances, and department rules and regulations.
- Application of some knowledge of City's geography.
- Follow oral and written instructions.
- Exercise sound judgment in order to quickly and calmly evaluate situations and make sound decisions when reacting to emergencies.
- Express oneself persuasively, clearly and concisely, orally and in writing to analytically and objectively discuss, report on and testify about evidence and observed situations, and to record them precisely and completely.
- Establish rapport and maintain effective working relationships with coworkers, other departments and agencies, and the public in order to enforce the law and prevent crime with firmness, tact and impartiality when confronted by hostile, injured and distraught individuals and groups.
- Skillfully use and care in safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices and other City property, as required.
- Skillfully use and care in safe operation and care of a motor vehicle.
- Skillfully use and care in safe operation and care of a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software.
- Skillfully use and care in rendering First Aid to injured or ill persons as first responder to accidents, crime scenes and other emergencies.



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Other Job Characteristics

- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Subject to being called at any time for emergency duties.
- Occasional vigorous physical demands common to duties of a Police Officer.

Minimum Qualifications

Education and Experience: Graduation from El Paso Police Academy, or one (1) year of commissioned police officer experience in a law enforcement agency.

Licenses and Certificates: Basic Peace Officer license issued by TCLEOSE in compliance with state statute by time of appointment. Texas Class "C" Driver's License or equivalent from another state by time of appointment.

Special Requirements: Must be twenty-one (21) years old by time of appointment. Must pass comprehensive background investigation including pre-offer physical fitness, medical, psychological and polygraph examinations, and drug screening.