



## City of Irving Job Description

### Police Officer

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Police
<b>Job Code:</b>	32262	<b>Reports To (Job Title):</b>	Police Sergeant

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#### **PURPOSE**

To perform law enforcement and crime prevention work including controlling traffic flow, enforcing state and local traffic regulations, investigating crimes, providing support and assistance to special crime prevention and enforcement programs, and completing a variety of technical and administrative tasks in support of other public safety services.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Patrol designated areas of the City using assigned vehicles and/or equipment to preserve law and order through discovery and prevention of crimes.
- Enforce traffic laws and ordinances, respond to general public service calls, and participate in surveillance.
- Respond to alarms; investigate complaints and missing persons reports; apprehend suspects; and search, inspect, transport, and take custody of suspects and prisoners.
- Secure crime scenes, administer first-response first aid, conduct preliminary investigations, identify witnesses, gather information and evidence, and prepare detailed reports.
- Identify areas of potential crimes or unsafe conditions, report conditions, and take corrective action.
- Make and maintain productive and considerate contact (including forensic and intelligence-oriented interviews) with citizens, victims, witnesses, inmates, and state agencies.
- Arrest suspects, testify and present evidence in court.
- Prepare reports, including reports for arrests, unusual incidents observed, accident investigations, field interviews, and intelligence.
- Inspect and maintain or assist in the maintenance of personal equipment including weapons and vehicles.
- Must be able to credibly testify in judicial and administrative proceedings.
- Maintain proficiency with assigned weapons.
- Use databases, CAD, digital video systems, and report writing software.
- Make presentations at crime watch meetings and other community events.
- Perform related duties as assigned.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Serve in a variety of specialized duties such as technical/administrative assignments (e.g., gang data management), investigations (e.g., criminal, property, injury, fatality, hostage, suicide, and personnel background), special investigations services, crime prevention, K9 handler, and school or neighborhood resource officer.
- Prepare and deliver presentations and training sessions (e.g., Neighborhood Watch, Safety Fairs, school classroom, citizen police academies, and firearms instruction).
- Serve as a member of Tactical Operations Team, respond to hostage and other special situations, respond to weapons of mass destruction, and participate in specialized weapons and hostage training programs.
- Conduct covert, undercover investigations as specialized assignment dictates.

## **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

None Reported.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **GENERAL**

- Be a U.S. citizen between the ages of 21 to 44 years old.
- Must complete and file a legible application with the Police Personnel office.

### **EDUCATION**

- High School Diploma or G.E.D, *and* an associate's degree or equivalent (60 college hours) from a TCOLE approved / accredited school with at least a 2.0 GPA with the following exceptions:
- Applicants who have completed three or more years of active military service and have exited within 18 months prior to submitting their application must have a high school diploma or G.E.D.
- Applicants who have completed three or more years of active military service and have exited more than 18 months but less than 36 months prior to submitting their application must have completed 30 or more college hours with at least a 2.0 GPA.
- Applicants who have been employed as a full-time certified peace officer for three or more years during the period immediately preceding the submission of their application must have a high school diploma or G.E.D.
- Applicants who are and have been employed by the City of Irving as a Detention Officer for three or more years during the period immediately preceding the submission of their application, must have completed 30 or more college hours from an accredited college or university with a 2.0 GPA or higher on a 4.0 scale.

## **EXPERIENCE**

- None for patrol assignments; some assignments require additional specialized experience.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Texas driver's license.
- Basic Peace Officer Certification in the state of Texas within six months of date of hire.

## **KNOWLEDGE OF**

- **Public Safety and Security:** Rules and regulations for the protection of people, data, and property, including the use of weapons and force.
- **Law and Government:** Laws, penal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **English Language:** The structure and content of the English language, including the meaning of words and grammar.
- **Psychology:** Basic human behavior and performance, including individual differences in ability, personality, learning, and motivation.

## **SKILLS AND ABILITIES IN**

- **Mechanical/Technical:** Safely operating diverse light equipment, including computers, weapons, and radios.
- **Active Listening:** Listening to what others are saying and asking questions as appropriate.
- **Critical Thinking:** Using logic and analysis to identify the strengths and weaknesses of different approaches.
- **Service Orientation:** Actively looking for ways to help people.
- **Social Perceptiveness:** Being aware of the reactions of others and understanding why they react the way they do.
- **Oral Expression:** Communicating information and ideas in speaking so others will understand.
- **Inductive Reasoning:** Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- **Deductive Reasoning:** Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- **Written Expression:** Communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- **Probing/Inquiry:** Using oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective interviews.
- **Problem Sensitivity:** Telling when something is wrong or is likely to go wrong.
- **Oral Comprehension:** Listening to and understanding information and ideas presented through spoken words and sentences.
- **Reaction Time:** Responding quickly (with the hand, finger, or foot) to one signal (e.g., sound, light, picture) when it appears.
- **Speech Recognition:** Identifying and understanding the speech of another person.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee regularly is required to talk, hear, and/or smell. Frequently, s/he is required to stand, walk, sit, grasp, handle, or feel, reach, climb, or balance, drive a vehicle, stoop, kneel, crouch, and/or crawl. S/he occasionally must lift and/or move more than 100 pounds.

The employee always must be ready and able to run and to use muscle force to move him/herself and/or objects and other persons. S/he must be able to exert him/herself physically over long periods of time without getting winded. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee regularly is exposed to outside weather conditions and the hazards of emergency driving and traffic control. The employee occasionally is exposed to violence, blood-borne pathogens, and/or body fluids. Encounters with the public often are characterized by conflict and anxiety. The noise level in the work environment usually is moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.