



## City of Irving Job Description

### Police Legal Advisor

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	City Attorney's Office (CAO)
<b>Job Code:</b>	2131	<b>Reports To (Job Title):</b>	Deputy City Attorney

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#### PURPOSE

To provide a wide range of professional legal services to the Police Chief and Police Department and to provide training to law enforcement personnel regarding legal procedures, rules, and statutes.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Provide legal opinions and advice to the Police Chief and other departmental personnel on a variety of departmental issues.
- Prepare policy statements and procedures pertaining to criminal legal matters; review and advise on new policies and amendments to existing policies.
- Advise department personnel on proper completion of reports and filing of criminal cases; review criminal cases filed by the Police Department for legality and accuracy; and consult with sworn personnel on case issues, such as narcotic seizure and forfeiture cases.
- Review cases returned by the District Attorney to determine deficiencies and needs for improvement; and serve as a liaison with the District Attorney's Office.
- Respond to requests for information submitted under the Texas Public Information Act, which includes reviewing and analyzing requests, conducting legal research, and corresponding with the Attorney General's Office.
- Advise department management on personnel issues involving Chapter 143 of the Texas Local Government Code and represent the Police Chief in civil service disciplinary hearings.
- As requested by the City Attorney or his/her designee, assist attorneys in the preparation of defenses in lawsuits against the Police Department or its officers, including assisting in responding to discovery and serving as liaison between the Police Department, the City Attorney's Office, and outside counsel.
- Possess knowledge on all relevant areas of law by reading cases, journals, articles, and bulletins pertinent to policing and attend continuing legal education courses on relevant topics.
- Provide training and update department personnel in legal matters including new legislation, recent court decisions affecting policing, including but not limited to subjects such as use of deadly force, search and seizure law, civil liability, and civil rights.
- Provide legal advice and assistance for the Police Department during critical incidents including officer-involved shootings, hostage situations, and warrant executions.
- Review claims against police officers and the Police Department; and make recommendations to the City Attorney and Police Chief, or their respective designees.
- Provide advice and recommendations on legislation impacting the Police Department; draft appropriate legislation and testify before the legislature as needed.
- Perform related duties as assigned.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Participate in the drafting and/or review of city ordinances affecting the Police Department.
- Assist Police Chief in establishing departmental policies by applying legal points and procedures and recommend changes in policies and procedures in order to meet legal requirements.
- Represent the City and Department in court and with outside agencies as needed, which occasionally includes attending court proceedings, providing legal research and representation, testifying when necessary, preparing appellate briefs, pleadings, and oral arguments.
- Plan and conduct training for police officers at the Police Training Academy in person or on video in a variety of legal subjects such as use of deadly force, civil liability, search and seizure law, arrest law, report writing, and courtroom testimony.

## **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

None.

## **QUALIFICATIONS:**

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

### **EDUCATION**

- Law degree from an accredited institution of higher education.

### **EXPERIENCE**

- Minimum five (5) years of related legal experience.
- Law enforcement, criminal prosecution, trial work, or police management or equivalent experience preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- License to practice law in the State of Texas.

### **KNOWLEDGE OF**

- Law and Government: United States Constitution, Federal and Texas Statutes, jurisprudence relating to 1st, 4th, 5th, 6th, and 14th amendments of the U.S. Constitution, court procedures, governmental administrative/rulemaking processes regulations, and legislative processes.
- Police Practices and Training: Patrol procedures, special operations, defensive tactics, arrest procedures, use of force and investigative techniques.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation & discipline.

- English Language: The structure and content of the English language, including the meaning of words, and the proper application of grammar.
- Texas Public Information Act: Laws and guidelines related to fulfillment of requests for information.
- Police Records Information Resources: Various repositories of information used in police records and related legal documents.
- Psychology: Basic human behavior and performance, including individual differences in ability, personality, learning, and motivation.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.

## **SKILLS AND ABILITIES IN**

- Research: Conducting inquiry relating to legislation, case law, administrative procedures and rules.
- Tailored Written Expression: Conveying legal information and developments to broad audiences and creating persuasive and informative documents.
- Legal Comprehension: Understanding difficult legal principles, theories, and decisions.
- Mechanical/Technical: Safely operating office equipment, especially computers, copiers, fax machines, and paper shredders.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Service Orientation: Actively looking for ways to help people.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Information Gathering: Knowing how to find information and identifying essential information.
- Type: Accurately entering information using a computer keyboard at 30 words per minute.
- Interactive Presentations: Effectively presenting information and responding to questions.
- Teaching/Training: Designing curriculum, presenting lessons and new concepts, confirming comprehension by listener, and effectively guiding & critiquing adult learners.
- Legal/Technical Drafting: Drafting legal documents, such as contracts, city ordinances, legal pleadings, and legislative drafts.
- Negotiation: Facilitating the reconciliation of differences with others and between others.

## **GUIDANCE RECEIVED**

### **Accepted Methods and Procedures**

Broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies guide completion of assignments and decisions made. Makes recommendations to superiors about moderately complex issues and procedural changes.

## **CONTACTS**

Interacts with external governmental officials and elected representatives at local and state levels when identifying and crafting remedies for legal issues relevant to policing; citizens, while helping them obtain information and while addressing their complaints or concerns; and, police officials throughout the country when helping them navigate Texas law or identifying common problems and solutions.

## **EQUIPMENT AND PROPERTY**

Daily use of computers, telephones, and printers.

## **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 is constantly required to speak, listen, walk, drive and stand.

## **WORK ENVIRONMENT**

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

The predominant work environment for this employee is an office environment, however, s/he is occasionally required to work for considerable periods of time in inclement weather including heat, cold, rain, snow, and ice.

\* 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.