



City of Irving Job Description

Police Legal Advisor

FLSA Status:	EXEMPT	Job Department:	City Attorney's Office (CAO)
Job Code:	24131	Reports To (Job Title):	City Attorney

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 formal and informal legal opinions to the Police Chief and other administrative staff on a variety of departmental issues.
- Respond to requests for information submitted under the Texas Open Records Act, which includes reviewing and analyzing requests, conducting legal research, and corresponding with the Attorney General's office.
- Act as legal representative in court and with outside agencies, which includes attending court proceedings, providing legal research and representation, testifying when necessary, preparing appellate briefs, pleadings, and oral arguments, and coordinating with representatives of the District Attorney on settlements.
- Assist outside counsel in the preparation of defenses in lawsuits against the Police Department, including serving as liaison with officers involved in lawsuits.
- Stay current on all relevant areas of law by reading cases, journals, articles, and bulletins.
- 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.
- Train and update department personnel in legal matters including new legislation, recent court decision, liability, and civil rights.
- Review criminal cases filed by the Police Department for legality and accuracy, which includes reviewing narcotic seizure and forfeiture cases for proper procedures.
- Provide legal advice & assistance for the Police Department at the scene of major incidents and accidents, among which includes shootings, hostage situations, and narcotics warrant executions.
- Review all citizen-filed claims against police officers; make recommendations to the Police Chief.
- Stay available for call out with a maximum of one-hour response time unless otherwise arranged.
- Consider legislative needs; draft desirable legislation and testifies to legislature as needed.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Participate in the drafting of new ordinances and amendments to existing City ordinances and legislative proposals.
- Assist Chief of Police in establishing departmental policies by applying legal points and procedures and recommends changes in policies and procedures in order to meet legal requirements.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

Decisions made by legal advisor have inestimable impact on City in terms of exposure to liability.

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 experience desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

- License to practice law in the State of Texas.

KNOWLEDGE OF

- Law and Government: United States Code and Texas Statutes, jurisprudence relating to 1st, 4th, 5th, 6th, and 14th amendments, 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 grammar.
- Open Records 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 ordinance, 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, fax machines, telephones, 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.