



<b>DATE</b>	August 12, 2005
<b>JOB CODE</b>	POL00161
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	04

JOB TITLE: Police Officer  
DEPARTMENT/DIVISION: Police  
REPORTS TO: Police Sergeant

**SUMMARY:** Performs a variety of law enforcement and crime prevention tasks, investigative work, special assignments, technical and administrative tasks in support of the Police Department.

**ADDITIONAL ASSIGNMENTS WITHIN THIS RANK INCLUDE:**

- Patrol
- Investigations
- School Resource Officer
- Crime Awareness
- Dispatch
- Field Training
- Planning and Research
- Crime Scene Search
- Fiscal Affairs
- Vice and Narcotics Control
- Personnel Services
- Special Projects
- Tactical Unit
- Crime Analysis

**ESSENTIAL JOB FUNCTIONS:**

- Participates in a variety of law enforcement activities which include arresting offenders and suspects for traffic and criminal offenses, appearing in court for criminal, civil, and other law enforcement related matters
- Prepares reports on crimes and activities
- Attends roll call briefings and administrative meetings
- Cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses
- Interacts and works with citizens regarding existing and potential law enforcement and crime prevention problems
- Responds to requests and inquiries from the general public
- Physically apprehends and searches suspects utilizing appropriate techniques and maneuvers to render them safe for transportation and incarceration

Police Officer

- Assists other Police officers in conducting assigned duties and responsibilities as necessary
- May participate in accident reconstruction and other specialized duties
- May serve warrants on behalf of the department and other law enforcement agencies
- Prepares a variety of statistical and narrative reports regarding special assignments, events and functions
- Assists with hostage negotiations as necessary
- Purchases materials, supplies, equipment as necessary
- Performs all other duties as assigned

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Assists with preparation of program budgets

**WORKING CONDITIONS:**

- Operates department computer equipment to review records, inquire about different activities/programs and input various data
- Operates patrol car, handgun, shotgun, baton, radar units, radios, computer, printer, etc.
- Works under stress and uses good judgment in emergency situations
- Performs a variety of physically demanding maneuvers and activities while involved in law enforcement and rescue operations, including running, walking, stooping, bending, rolling, crawling, climbing, jumping, lifting, carrying, dragging, and safely operating assigned equipment and vehicles
- Works under a variety of unfavorable conditions including exposure to gunfire, harsh weather, poor or no lighting, exposure to hazardous chemicals and smoke, extremes in temperatures, all types of weather conditions, electrical hazards, armed and dangerous persons, communicable diseases, etc.
- Works irregular hours including weekends, holidays, and extended hours in emergency, disaster or other situations influenced by workload, staffing difficulties or equipment related repair problems

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of operational characteristics, services and activities of a comprehensive law enforcement program.
- Knowledge of administrative directives, policies and procedures of both the City of Carrollton and the Police Department.
- Knowledge of pertinent Federal, State, and local laws, codes and regulations; interprets and applies as necessary.
- Knowledge of technical aspects of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.
- Knowledge of the geography of the city and the surrounding vicinity.
- Knowledge of the safe use of firearms and other modern police equipment.
- Knowledge of advanced law enforcement principles and the criminal justice system.

- Knowledge of operational characteristics, services, and activities of various police operations and programs.
- Skill in communicating clearly and concisely, both oral and written.
- Skill in planning, organizing, and managing time effectively.
- Skill in resolving a variety of situations characterized by conflict or danger.
- Ability to work independently in the absence of supervision.

**PREFERENCES:**

- None

**MINIMUM QUALIFICATIONS:**

- Must be between 21 years of age upon employment no old than 44 when you are commissioned. High school diploma or GED certificate
- Must have 90 college hours from an accredited college or university or training equivalent to the completion of an Associate's degree
- Must pass a written test with a minimum score of 70
- Possess a valid Texas Class C Driver's License when you are hired
- Must read, write and speak English
- Must be on current certified eligibility list
- Must be eligible for basic certification as a Peace Officer by the Texas Commission on Law Enforcement Standards and Education (TCLEOSE)

**CONDITIONS OF EMPLOYMENT:**

- Must pass a background check on previous employment
- Must pass Motor Vehicle record check
- Must pass pre-employment examinations including written and oral exams, drug screening and polygraph
- Must pass all post-offer physical and psychological examinations
- Must qualify with firearm (both day and night), baton, and arrest tactics on an annual basis
- Must maintain necessary physical condition to carry out all essential functions of rank/assignment
- Must meet insurance requirements/ policies
- Must maintain Texas Class C Driver's License
- Must maintain certification as a Peace Officer by the Texas Commission on Law Enforcement Standards and Education (TCLEOSE)