



City of Balcones Heights Job Description

Job Title: Police Officer

EEOC Category: Service Workers

FLSA: Non-Exempt

Revised Date: 04/2020

Summary

The Officer serves as a renderer of basic community police services to include the reduction of crime through a timely response to citizen's requests for service and the effective and efficient enforcement of federal, state, and local laws as well as municipal ordinances.

Essential Job Functions:

- Reports to work on time with all necessary duty gear
- Supports departmental goals and objectives through pro-active community policing
- Responds to all citizen requests for services
- Initiates lawful arrests for violations of state and federal laws, as well as municipal ordinances, and maintains custody of arrested persons until incarcerated
- Patrols and reduces the fear of crime through visibility in the community, identifying and handling problems encountered through on-site activities
- Engages in traffic enforcement activities through the use of written and verbal warnings, Citations, or Summons, and handles the investigation of traffic accidents, and direction of traffic under emergency situations
- Investigates suspicious persons, vehicles, and circumstances
- Conducts preliminary investigations of assigned calls and prepares written reports by end of shift, unless otherwise approved by the on-duty supervisor
- Testifies in court when necessary
- Initiates and maintains positive contacts to enhance Department's image
- Provides general information to citizens upon request
- Utilizes problem-solving techniques to assist the community and citizens
- Performs other assignments and special projects as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of the Texas Penal Code, Texas Code of Criminal Procedure, Texas Transportation Code, and Texas Family Code.
- Knowledge of rules and regulations of the Balcones Heights Police Department and Municipal ordinances of the City of Balcones Heights.
- Skilled in the proper use of protective equipment.

- Prepares and completes patrol, offense and arrest reports.
- Knowledge of proper care and use of firearms
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include effecting arrest, subduing resisting individuals, chasing fleeing suspects, and running, walking, crouching or crawling during emergency situations.
- Communicate effectively both verbally and in writing.
- Ability to function as a lead worker performing essentially the same work as those directed, and includes training, instructing and scheduling.
- Ability to work a flexible work and on-call schedule, including evenings, weekends, and holidays.
- Ability to maintain regular and predictable attendance.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

- Must possess a high school diploma/GED and at least one of the following qualifications:
 - Active Texas Peace officer license, with less than one (1) year break in service prior to applying for employment; or
 - Successful completion of the Basic Peace Officer course and is eligible for licensing at the time of application
- Must be at least twenty-one (21) years of age
- Must not have been discharged from any military service under less than honorable conditions specifically:
 - Bad conduct
 - Dishonorable; or
 - Any other characterizations of service indicating definite integrity and character issues.
- Must not have been convicted or ever have been on court ordered community supervision, probation, or deferred adjudication for any criminal offense of the grade of Class B misdemeanor within the last ten (10) years from the date of court order.

Physical Demands and Working Conditions:

As a patrol officer, the majority of the day will be spent patrolling the city for hours at a time. Officers will be required to work “shift work” (morning, evening and night shift) and conduct patrol duties on foot or bicycle. Officers will be subject to the conditions of the weather (hot, cold, raining, etc.) Officers may be subject to hazardous and challenging situations on a daily basis.

Licenses and Certificates:

- Must meet the minimum standard for licensing of a peace officer pursuant to the provisions of Texas occupations code, chapter 1701, and the rules of the Texas commission on Law Enforcement Officer Standards and Education
- Possession of a valid Texas Class C driver’s license with an acceptable driving record and is not prohibited by state or federal law from operating a motor vehicle.
- Provided proof of liability insurance

NOTE: This class specification is not an employment agreement or contract. Management has the exclusive right to alter this class specification at any time without notice.

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Signature _____ Date _____