

**City of Socorro
Job Description**

Job Title: Police Officer	Department: Police Department
FLSA Status: Non-Exempt	Salary: \$20.04
Approved: February 1, 2018	Last Revised: July 5, 2012

General Purpose and Description:

Under general supervision, perform assigned municipal law and ordinance enforcement and crime prevention duties which include maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents.

Duties, Functions, and Responsibilities:

- Patrol streets, parks, commercial and residential areas on an assigned beat by foot, motorcycle, or car to prevent or detect and investigate felony or misdemeanor law violations and other misconduct, regulate traffic and respond to calls for police assistance. Involves: check stores, businesses, houses and other premises for burglars, fires, and other disturbances. Respond to emergency radio or telephone calls and participate in inquiries into reported or observed events such as vehicular or other accidents, robberies, civil disturbances, domestic violence, fights, drunkenness, missing persons, prowlers, and drug abuse. Examine suspicious conditions and conduct primary searches of scenes or attempted or committed crimes for clues. Seek out and questions victims, witnesses and suspects to develop leads and tips. Independently decide course of action ordinarily expected in conformance with Federal, State, County, and City laws and ordinances to immediately deal with difficult and emergency situations without assistance as qualified. Maintain normal contact with police supervisory personnel by radio or telephone for consultation on major emergencies or precedents, to collaborate on investigations or provide mutual assistance during other law enforcement activities. Detain or attest, restrain, search and advise suspects of their rights, and transport, register and book prisoners. Cooperate and exchange information with other law enforcement agencies as assigned. Obtain advice from City Attorney, Municipal Court, and Prosecutor's office regarding cases, policies and procedures, as needed and assigned. Direct and enforce traffic and parking regulations, issue tickets to traffic violators, inspect motor vehicles for state registration, serial numbers and other pertinent information, and operate speed detecting radar device. Ascertain causes of traffic accidents by taking measurements and drawing diagrams of scenes, inspecting vehicles involved, obtaining and analyzing information incidental to events, and conducting hit-and-run follow-up inquiries. Rescue and render first aid to the injured, and summon ambulances and other law enforcement vehicles. Serve, as qualified, on specialized law enforcement operations or reaction teams, such as canine patrol, two-wheel motorcycle patrol, special weapons assault, juvenile cases, hostage negotiations, or surveillance, if assigned. Engage in community oriented policing by mediating disputes, provide assistance to the public with such routine matters as locked or stalled vehicles, conducting educational programs pertaining to issues such as crime prevention, self-defense techniques, drug abuse resistance and traffic safety, and furnish general information about department activities. Serve warrants and commitments to fulfill court orders. Testify in court.
- Prepare felony and misdemeanor cases for filing of charges, giving testimony in court proceedings or other proper law enforcement action. Involves: compile information and write and submit reports on topics such as investigation findings, field interrogations, alcohol or drug influence, accident scenes, and traffic or other hazards that endanger public safety or superior officers. Prepare various records including officer's daily activity log, arrest register, breathalyzer checklist, bad check form, and vehicle impoundment form.
- Perform related duties as required. Involves: act on behalf of superior officers in their absence, if assigned. Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventative servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for ow professional

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development. Explain and demonstrate police patrol practices to less knowledgeable employees as requested.

- Application of good knowledge of subjects required for licensing as a Peace Officer as established by the Texas Commission of Law Enforcement principles, procedures, techniques and equipment, and applicable laws, ordinances, and department rules and regulations. Follow oral and written instructions. Skillfully use and care in safe operation and care of a motor vehicle.
- Responsible for any assignments issued by the City of Socorro.

Minimum Qualifications:

- A High School Diploma or GED.
- Graduation from EPCC law enforcement academy or equivalent accredited college academy or one year of commissioned police officer experience in a law enforcement agency.
- Basic Peace Officer license issued by Texas Commission on Law Enforcement Officer Standards and Education in compliance with state statute by time of appointment.
- Possess a valid Texas class "C" Driver's License.

Equipment:

- Operates office equipment such as typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedure of police work and in the use of firearms.
- Operation of Motor Vehicles.

Physical Requirements:

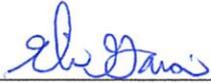
- Must maintain degree of physical fitness appropriate to withstand vigorous physical demands common to police work.
- Ability to occasionally lift over 100 pounds.
- Ability to sit for extended periods of time, stand for long periods of time, climb stairs and ladders.
- Ability to run long distances, sprint short distances, climb walls and obstructions, stoop and kneel throughout scheduled shift.
- Ability to restrain and arrest individuals.
- Ability to drive a motor vehicle.
- Ability to use computerized equipment.
- Ability to effectively fire various weapons and devices (pistols, rifles, shotguns and Tasers) from various physical positions (prone, sitting, kneeling and standing).
- Ability to withstand exposure to various types of weather and outdoor conditions, often for long periods of time.

 Must pass periodic physical fitness examinations

Conditions of Employment:

- Must be a United States citizen.
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass extensive background check.
- Pass physical fitness examination.
- Pass psychological & polygraph examination.
- Work flexible hours and overtime as required; including weekends, holidays, and emergencies.
- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Bilingual Skills: English & Spanish preferred.

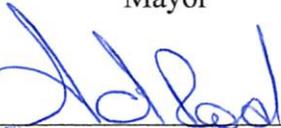
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Mayor

2-1-18

Date



City Manager

2/5/18

Date



Human Resource Director

2/1/18

Date

Employee

Date