

**JOB TITLE:** POLICE OFFICER (PATROL) (NON-EXEMPT)

**DEPARTMENT:** PUBLIC SAFETY - POLICE

**FULL TIME:** YES

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**JOB SUMMARY:** Under the general supervision of the Patrol Sergeant/Corporal patrols the City of Mineral Wells in patrol vehicle, answers calls for service, investigates traffic accidents and enforces the United States Government and Texas State Laws and perform related work as required.

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**ESSENTIAL FUNCTIONS:** (This list is not exhaustive and may be supplemented as necessary.)

- Patrol a designated area of the City to preserve law and order, discover and prevent the commission of crimes and code violations; perform evidence search and seizures; enforce traffic and other laws and ordinances; check buildings for physical security.
- Respond to burglar alarms, general public service calls and complaints including domestic disturbances, civil complaints, property control, automobile accidents, robberies and related misdemeanor and felony incidents.
- Collect, process, photograph and present evidence including fingerprints, fibers, blood and related physical evidence.
- Enforce traffic laws and ordinances; check speed with radar; issue warnings and citations.
- Interview suspects, victims and witnesses in the field.
- Prepare reports on arrests made, activities performed and unusual incidents observed; input information into the computer.
- Arrest and maintain custody of prisoners; conduct breathalyzer tests and record results; book and transfer prisoners to jail; maintain operations and security of jail.
- Serve warrants and execute police raids; provide bar checks.
- May serve as intelligence officer; gather crime related intelligence information and conduct background investigations; coordinate information and activities with outside agencies and jurisdictions.
- May serve as D.A.R.E. Officer; conduct classes and make presentations pertaining to the prevention of drug use and abuse; provide security for school district.
- Direct traffic at fires, special events and other emergency or congested situations.
- Enforce appropriate City Ordinances, State and Federal laws, all Written Directives.
- Make ethical decisions that conform to applicable laws, Departmental Policy, Regulations, etc., without supervision when appropriate.
- Work well with the public and coworkers daily, communicating effectively, maintaining alertness, composure, helpful attitude and professionalism in all circumstances, including stress, verbal abuse, criticism and/or other adverse conditions.

- Follow a chain of command and instructions, receptive to supervision.
- Immediately comprehend and execute orders from a supervisor in emergency situations.
- Adapt toward procedures, programs, regular and special assignments.
- Begin and seek out work without supervision.
- Recognize the need for supervisory intervention and seek it when needed; keep supervisors informed of relevant activity.
- Recognize, identify and preserve crime scenes.
- Conduct accurate, thorough and complete investigations.
- Load and unload police equipment from a vehicle, including lifting objects over 15 pounds from truck, back seat, etc.
- Raise a pistol, rifle or shotgun to aim at a subject for an extended period of time (over 10 minutes) without firing.
- Shoot a pistol, rifle or shotgun.
- Demonstrate competent weapons proficiency.
- Clean and maintain duty weapons.
- Use a baton to control hostile subjects.
- Perform defensive and/or other hand-to-hand combat tactics.
- Display proficiency in officer survival and safety tactics.
- Physically restrain individuals in the following circumstances: mutual combat, pushing or shoving (crowd control), those under the influence of hallucinogens or other behavior altering drugs, those suffering from psychosis or other violent mental disorder.
- Use armlock/wristlock/neck restraint on an individual..
- Wrestle with hostile subjects.
- Physically hold unwilling subjects until help arrives.
- Apply handcuffs to unwilling subjects.
- Physically take away knives, guns, clubs or other weapons from aggressive subjects.
- Physically assist drunks in walking, entering police car.
- Forcefully grab subjects by the arm to lead them away.
- Search persons/vehicles for weapons, evidence, and contraband.
- Search buildings in dark or low-light conditions.
- Search storm sewers, tunnels for suspects/missing persons.
- Use forced entry techniques such as breaking down doors.
- Conduct foot patrol consisting of ten block area.
- Chase suspects for extended distances (over 100 yards) over adverse terrain e.g. rugged fields, alley ways, over fences, etc.
- Run up and down flights of stairs/steps to assist other officers or apprehend subjects.
- Break up fights between/among: prisoners in jail; citizens at bars, restaurants, athletic events, other public places and events.
- Carry or drag; injured persons; reluctant protesters and sit down strikers from protest area.
- Climb building, crawl through windows, climb ladders, walk on rooftops to search for criminal entry, evidence or suspects.
- Walk door-to-door seeking information about a crime or subject.

- Walk long distances (over 1/4 mile) to search for missing persons/suspects/evidence; may include searching difficult areas e.g. woods, creeks, construction sites, etc.
- Participate in stakeouts in confining or uncomfortable areas e.g. in trees, bushes, on ledges, etc.
- Physically assist seizure victims to prevent injury.
- Administer CPR/first aid in emergency medical situations.
- Assist ambulance attendants in carrying victims under adverse conditions, e.g. up/down stairs, over rough terrain, out of creeks, etc.
- Direct or control traffic with a flashlight or hand signals for more than one hour at a time.
- Stand on hard surfaces for long periods of time (over one hour) performing guard/security duties.
- Enter and exit a police vehicle quickly.
- Operate speed detection radar, video camera, mobile radio.
- Drive safely under adverse conditions, e.g. rain, snow, sleet, ice, dark, etc. even at high speeds.
- Engage in safe high-speed driving while pursuing suspects or responding to calls.
- Operate a motor vehicle for extended periods of time (several hours).
- Work in congested traffic in and out of a police vehicle.
- Set up roadblocks using traffic barriers other than cars e.g. cones, sawhorses, signs, etc.
- Search the area of an accident to determine the cause.
- Examine vehicles for Accident Reports.
- Physically push vehicles off roadways, out of ditches and mud holes, etc., using bodily force.
- Use force to open jammed vehicle doors, free fenders from tires.
- Remove from roadway objects, weighing up to 150 lbs., posing traffic hazards, e.g. debris, tree limbs, loose livestock, dead animals.
- Change car tires.
- Observe gruesome sights, e.g. deceased persons, battered children, etc. without losing composure.
- Perform duties acceptably after long hours (over 24) without sleep during emergency situations.
- Attend all courts as scheduled or requested.
- Verbally articulate testimony in court.
- Provide field training for new recruits.
- Work in all weather conditions, inside and outside, in light and/or dark.
- Work any day of the week, any hour of the day, extra assignments as needed.
- Communicate effectively via police radio, telephone and in person with citizens, coworkers, supervisors and instructors; including persons of diverse backgrounds without bias prejudice.
- Assist fellow employees without being asked.
- Share recognition for work done jointly.
- Effectively share work information.
- Respond positively to constructive criticism.
- Behave in manner conducive to high morale; express enthusiasm for work assignments, environment, personnel and management.

- Complete all reports and paperwork promptly, legible, accurately, thoroughly, neatly and with correct grammar and spelling.
- Follow through on assignments in a timely manner.
- Develop, utilize and recommend methods for work improvement.
- Obtain useful information during interviews and interrogations.
- Develop and adequately utilize sources of information.
- Use and maintain departmental equipment safely and properly.
- Observe and report hazardous conditions.
- Maintain an acceptable physical fitness level, including visual acuity correctable to 20/20 without color blindness, normal hearing range.
- Arrive at work on time; work in assigned area (beat).
- Maintain the appropriate uniform and acceptable personal hygiene.
- Carry/wear appropriate extra equipment other than a gun belt, e.g. bulletproof vest, shotgun, etc.
- Maintain work area neatly, safely and in organized fashion.
- Display self-confidence and authoritative manner, with conduct reflecting favorably on the Department.
- Attend department-sponsored training.
- Must not presently pose a threat to the health and safety of self or others.

**OTHER JOB FUNCTIONS:**

- Supervise community service workers.
- Assist individuals with mobility impairments when appropriate.
- Assist persons with disabilities onto bed or stretcher.
- Assist citizens with clean-up after break-ins or vandalism, clearing debris from storm damage, etc.
- Assist in capturing, destroying animals when appropriate.
- Assist in delivering babies when needed.
- Fuel and service police vehicle.
- Assist in setting up training equipment e.g. firing range, driving course, etc.

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**REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSE:**

Graduation from High School or G.E.D. equivalent; possession of or ability to obtain an appropriate, valid Basic Peace Officer Certification issued by the Texas Commission of Law Enforcement Officer Standards and Education; licensed as a peace officer with the State of Texas; U.S. citizen; possession of a valid Texas vehicle operators license.

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**EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:**

Knowledge of police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques; criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence; offensive and defensive weapons nomenclature and theory; first aid principles, practices and techniques; self defense tactics; interviewing and

interrogation techniques; modern office procedures, methods and computer equipment; city and state laws and ordinances; aptitude for law enforcement work; ability to think clearly and act effectively in emergency situations, making sound and logical decisions quickly; good prioritizing and problem-solving abilities; ability to observe and remember details of incidents, names and faces; physical agility and good cognitive abilities are required for successful performance of Essential Functions.

**STARTING SALARY \$ 14.80 Hour .**

**EMPLOYEE BENEFITS:** Employees of the City of Mineral Wells receive City paid Hospitalization, Life Insurance, and optional dependent hospitalization at employee's expense, Retirement Plan, Sick Leave Benefits, 10 paid holidays.

**HOW TO APPLY:** Applications must be submitted on the City's Application for Employment form, which is available from and returnable to: City of Mineral Wells, City Clerk/Personnel Office, P.O. Box 460, 115 S.W. First Street, Mineral Wells, TX. Also on our website at [www.mineralwellstx.gov](http://www.mineralwellstx.gov). Please call Sherri Lee, Personnel Tech at 940-328-7701 for further information.

**THE DEADLINE FOR SUBMITTING APPLICATION IS OPENED UNTIL FILLED.**

Applications must be brought to the City Clerk/Personnel Office, or be postmarked no later than the deadline in order to be considered.

**THE CITY OF MINERAL WELLS IS AN EQUAL OPPORTUNITY EMPLOYER**