

## **POLICE OFFICER**

### **City of Irving Class Specification**

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.

**Classification:** Police Officer  
**Job Code:** 32262  
**FLSA Status:** Nonexempt  
**Job Department:** Police  
**Reports To:** Police Sergeant

#### **PURPOSE**

To perform law enforcement and crime prevention work including controlling traffic flow, enforcing state and local traffic regulations, investigating crimes, providing support and assistance to special crime prevention and enforcement programs, and completing a variety of technical and administrative tasks in support of other public safety services.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Patrols a designated area of the City using assigned vehicles and/or equipment to preserve law and order through discovery and prevention of the commission of crimes.
- Enforces traffic laws and ordinances, responds to general public service calls, and participates in surveillance of criminals or of a designated area.
- Responds to alarms; investigates complaints and missing persons reports; apprehends suspects; and searches, inspects, transports, and takes custody of suspects and prisoners.
- Secures crime scenes, administers first-response first aid, conducts preliminary investigations, identifies witnesses, gathers information and evidence, and prepares detailed reports.
- Identifies areas of potential crimes or unsafe conditions, reports conditions, and takes corrective action.
- Makes and maintains productive and considerate contact (including forensic and intelligence-oriented interviews) with citizens, victims, witnesses, inmates, and state agencies.
- Arrests suspects and known criminals and testifies and presents evidence in court.
- Prepares reports, including reports for arrests, activities performed, unusual incidents observed, and the Beat Management Program.
- Inspects and maintains or assists in the maintenance of personal equipment including weapons and vehicles.
- Performs related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Serves in a variety of specialized duties such as technical/administrative assignments (e.g., gang data management), investigations (e.g., criminal, property, injury, fatality, hostage, suicide, and personnel background), crime prevention, K9 handler, DEA task force, school or neighborhood resource officer, narcotics, vice, and weapons of mass destruction response.
- Prepares and delivers presentations and training sessions (e.g., Neighborhood Watch, Safety Fairs, school classroom, and firearms instruction).

- Serves as a member of Tactical Operations Team, responds to hostage and other special situations, and participates in specialized weapons and hostage training programs.
- Conducts covert, undercover investigations as assigned.

### **SUPERVISORY RESPONSIBILITIES**

None.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION**

Equivalent to the completion of the 12<sup>th</sup> grade, plus at least 30 hours of college coursework.

### **EXPERIENCE**

None required for patrol assignments. Some assignments require additional specialized experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Appropriate valid Texas driver's license.

Basic Peace Officer Certification in the state of Texas within six months of date of hire.

### **KNOWLEDGE OF:**

- Public Safety and Security: rules and regulations for the protection of people, data, and property, including the use of weapons and force.
- Law and Government: laws, penal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language: the structure and content of the English language, including the meaning of words and grammar.
- Psychology: basic human behavior and performance, including individual differences in ability, personality, learning, and motivation.

### **SKILL IN:**

- Mechanical/Technical: safe operation of diverse light equipment, including computers, weapons, and radios
- Active Listening: listening to what other people are saying and asking questions as appropriate.
- Critical Thinking: using logic and analysis to identify the strengths and weaknesses of different approaches.
- Service Orientation: actively looking for ways to help people.
- Social Perceptiveness: being aware of others' reactions and understanding why they react the way they do.

### **ABILITY TO:**

- Use oral expression to communicate information and ideas in speaking so others will understand: oral expression.

- Combine separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together: inductive reasoning.
- Apply general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together: deductive reasoning.
- Communicate information and ideas in writing so others will understand, including completing reports according to pre-set formats: written expression.
- Use oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective interviews.
- Tell when something is wrong or is likely to go wrong: problem sensitivity.
- Listen to and understand information and ideas presented through spoken words and sentences: oral comprehension.
- Respond quickly (with the hand, finger, or foot) to one signal (e.g., sound, light, picture) when it appears: reaction time.
- Identify and understand the speech of another person: speech recognition.

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly is required to talk, hear, and/or smell. The employee frequently is required to stand, walk, sit, grasp, handle, or feel, reach, climb, or balance, drive a vehicle, stoop, kneel, crouch, and/or crawl. The employee occasionally must lift and/or move more than 100 pounds. The employee always must be ready and able to run and to use muscle force to move him/herself and/or objects and other persons. The employee must be able to exert him/herself physically over long periods of time without getting winded. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly is exposed to outside weather conditions and the hazards of emergency driving and traffic control. The employee occasionally is exposed to violence, blood-borne pathogens, and/or body fluids. Encounters with the public often are characterized by conflict and anxiety. The noise level in the work environment usually is moderate.