

**CITY OF ROCKDALE**

**POSITION/JOB TITLE: POLICE OFFICER**

Date Posted: 8/07/2013

Date Removed: \_\_\_\_\_

Salary: Starting at \$16.77 OR Commensurate with experience/abilities/training

Perform general duty police work in the protection of life and property through the enforcement of laws and ordinances; perform related work as required; perform special assignments. Book in and release prisoners; guard prisoners; transport prisoners. Shift work, based on a 40 hour week-as scheduled; may be required to work overtime as needs of the department dictate; may include nights, weekends and holidays; may be subject to call out in emergency situations.

The City of Rockdale is an Equal Employment Opportunity/Affirmative Action Employer.

**ESSENTIAL FUNCTIONS:**

Respond to police calls from dispatcher: house or business burglary, auto thefts, motor vehicle accidents, criminal mischief, alarms, domestic violence, assistance to elderly or disabled persons who have accidents in the home; drive to the scene; provide protection and/or assistance or apprehend suspects. Write police reports of all calls and incidents; adhere to proper police procedures. Patrol city streets when not on an assigned call; check buildings or homes for burglars; issue traffic citations; assist citizens. Work in office, either in dispatch, the jail, booking room, or officer's room. Perform miscellaneous duties: attend meetings; obtain assignments; compile all required reports; appear in court for testimony; communicate with other officers or supervisors regarding cases.

Complete paperwork associated with prisoners and jail activity; fill out jail log; make reports of prisoner incidents; review legal documents pertaining to prisoners and take necessary action, such as transfer to another facility. Book in prisoners; review paperwork; determine units that have a hold on the prisoner and need to be contacted; obtain signature from prisoner on required documents; check in prisoner's personal belongings and store. Maintain order and discipline in the jail; care for prisoners; put prisoners in cells; feed and check on prisoners; take prisoners out of cell to talk to other law enforcement officials and to go to court; transport prisoners to the County Jail. Other Duties as assigned.

**PHYSICAL DEMAND:**

Sitting: To drive a patrol car, attend meetings, perform office tasks.

Walking/Running: Frequently on concrete, asphalt, occasionally on all types of surfaces and terrain, including rough terrain, rock or uneven ground, or areas presenting obstacles such as alleys with garbage or debris, also on tile, carpet or concrete floors.

Lifting/Carrying: Frequently light objects including firearms and recovered property, occasionally, 50-100 lbs. or over 100 lbs. to move victims at the scene of an incident or to assist elderly or disabled persons who have fallen in their homes or elsewhere, 50-100 lbs. or over for recovered property.

Handling: To restrain suspects, use firearms, files, radio or equipment, recover property.

Fine Dexterity: To write reports, handle firearms, use computer, use of keys to operate vehicles, open doors, handcuffs, etc.

Vision: To observe suspects, drive patrol car. Visual discrimination required to distinguish and identify suspect's clothing, features, etc., to complete paperwork, use computer, maintain order and discipline in the jail.

Hearing/Talking: To communicate with other officers, suspects and the general public, listen for prisoner disturbances, use telephone and radio.

Foot Controls: To drive a patrol car.

Standing: To talk to subjects, question witnesses at a scene, give citations.

Pushing/Pulling: To move vehicles off the road, pull victims from accident scene, push open doors or windows, move obstacles and evidence. Frequently open cell doors, get prisoners out of cell or put a prisoner into a cell if prisoner is intoxicated or uncooperative (could be 100 lbs. or more of exertion). Manually pull open entrance doors.

Reaching: Varying distances to open or crawl through windows, at times to reach into vehicles to assist accident victims. To remove prisoners from bunks.

Kneeling/Crouching/Crawling/Twisting/Bending: The nature of police work is such that all types of body positions are assumed to varying degrees, depending on the shift worked and the nature of the calls, the officer may be required to assume positions of kneeling, crouching, crawling, bending or twisting in order to:

- Chase and apprehend a suspect in a narrow, small or cramped space.
- Handcuff or restrain a suspect who is attempting to flee, particularly a suspect who has to be brought to the ground and searched.
- Maneuver around, through, or under various kinds of obstacles.
- Assist at the scene of an accident.
- Extract an accident victim from a vehicle.
- Move vehicles or assist stranded motorists.
- Assist prisoners in and out of cell, etc.

Climbing/Balancing: To go up on roofs, climb stairs in buildings, climb ladders to apprehend a suspect or assist in rescue, jump or climb over fences or other obstacles in a chase.

#### MACHINES/TOOLS/EQUIPMENT AND WORK AIDES

All emergency equipment on vehicles, various types of restraints and weapons including handcuffs, electronic restraint, and firearms, office equipment such as telephones, computers, typewriters, calculators, copy machines, communication equipment such as radio console and mobile radios.

#### ENVIRONMENTAL FACTORS

Exposure to extreme temperatures and smoke in fires, heat and humidity working outside in the summer and cold and wind working outside in winter, also exposure working outside to rain, sleet, etc. Occasional to frequent risk of physical abuse or wounds, noise exposure during firearms practice or training, rare exposure to caustic substances from chemical releases, rare instances of exposure to explosives, occasionally exposed to cleaning agents, risk of physical danger from prisoners/suspects and /or irate persons.

#### PROTECTIVE EQUIPMENT

Goggles, ear protection, gloves, soft body armor mandatory to be worn in accordance with attached policy, issued by the city.

#### JOB REQUIREMENTS

Formal Education: High school diploma or GED, police academy training.

Experience: None required

Other Requirements: Must possess a minimum of basic level TCLEOSE certification, Valid Driver's License, security clearance, no felony convictions, good driving record to assure insurability through Insurance Agent contracted by the City.

#### SKILLS

Reading: Law books, legal decisions, city laws and ordinances, map information, memorandums and instructions, departmental policies and procedures and City policies and procedures. Legal documents, jail procedures, instructions, memorandums.

Writing: Technical reports including details and observation of accident or crime scenes, citations, incident reports of all types of incidents requiring police intervention, clear sentence structure and accurate spelling required for documents that may be used in court. Report of jail activity or prisoner transfer.

Math: Basic math including addition, subtraction, multiplication and division, percent calculation with regard to accident reconstruction, accurate measurements.

Reasoning: Quickly analyze complex information in emergency or dangerous situations and make decisions of a life and death nature, determine violations of law in order to issue citations, analyze crime and accident scenes to reconstruct events and causes. Determine correct procedures when suspects/prisoners are uncooperative, threatening, or potentially violent, make judgments and decisions from legal documents and determine correct action to be taken (example: action on prisoner state).

Supervisory: N/A

Managerial: Use organizational skill and judgment to handle a variety of duties at once, determine those most pressing and set priorities. Practice good time management.

Interpersonal: Deal with irate, hysterical, aggressive and abusive individuals, make attempts to verbally calm them, explain laws, legal procedures, and legal rights and processes to victims, suspects, and the public, communicate with other officers, court officials, and other agencies. Maintain order and discipline with a calm demeanor at all times, even when dealing with aggressive or abusive prisoners.

I have read the attached Job Description for Police Officer and acknowledge the acceptance of the position as described. I understand that this is a 90 day probation period with a performance evaluation at the end of that period.

\_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge the acceptance of the position of Police Officer on a full time basis as described. I understand that there will be a 6 month orientation period with a performance evaluation at the end of that time.

\_\_\_\_\_ Date: \_\_\_\_\_

**ROCKDALE POLICE DEPARTMENT POLICY  
BODY ARMOR**

All full time, paid police officers employed by the City of Rockdale are mandatorily required to wear the body armor provided to them at all times while on duty. "On Duty" is defined as when an employee is clocked in and performing the job of police officer, while in uniform or plain clothes, except for the following conditions:

Exception #1 – During the extreme heat conditions of the summer months beginning June 1<sup>st</sup> and extending through October 20<sup>th</sup> from 7:00 a.m. until dusk, (dusk defined-no later than 30 minutes from when the sun has fallen below the horizon.) **The wearing of body armor during these extreme heat dates and specified hours is optional but is in no way prohibited.**

Exception #2 – The officer supplies the Chief of Police with a written statement from a physician excusing the officer from wearing the body armor for medical reasons.

If an officer chooses to not wear body armor under either of the two above exceptions that officer must inform the Chief of Police BEFORE the cession of wearing the body armor. In addition, if the body armor is not being worn it must be kept in the patrol vehicle within reach of the officer so that it can be easily accessed in the event it is needed for immediate use.

Failure to comply with this policy could result in disciplinary action.

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I, \_\_\_\_\_, acknowledge that the City of Rockdale has issued to me protective body armor for on duty use, that said body armor is the property of the City of Rockdale, and should my employment with the City ever be terminated the body armor will be returned to the City. I have read the above department policy and fully understand it as written.

I understand that the City of Rockdale would prefer that I wear protective body armor at all times that I am on duty. I understand that there are exceptions given in the Rockdale Police Department policy and I may elect to exercise one of these options by notification to the Chief of Police. I also understand that the policy in no way prohibits me from wearing body armor at any time and that not wearing body armor may be inherently dangerous and may result in serious bodily injury and/or death.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date