



DATE	August 2023
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Police Officer
DEPARTMENT/DIVISION: Police
REPORTS TO: Police Sergeant

SUMMARY: The primary duties of a City of Carrollton Police Officer are to protect the lives and property of the public, to enforce the laws of the City of Carrollton and State of Texas, and to otherwise serve our community. Officers are expected to perform a variety of law enforcement and crime prevention tasks, investigative work, special assignments, technical and administrative tasks in support of the Police Department and the City of Carrollton.

ADDITIONAL ASSIGNMENTS WITHIN THIS RANK INCLUDE:

- Patrol
- Criminal Investigations
- School Resource Officer
- Traffic Unit
- Personnel
- Training
- Crime Analysis Unit
- Neighborhood Policing Unit
- Task Force Officer
- Street Crimes Unit

ESSENTIAL JOB FUNCTIONS:

- Patrols an assigned area via foot, motor vehicle, motorcycle, and/or bicycle to preserve law and order through the discovery and prevention of crimes.
- Enforce traffic laws and municipal ordinances and respond to general calls for service.
- Participates in a variety of law enforcement activities which include arresting offenders for traffic and criminal offenses.
- Performs a variety of physically demanding maneuvers and activities while involved in law enforcement and rescue operations, including running, walking, stooping, bending, rolling, crawling, climbing, jumping, lifting, carrying, dragging, and safely operating assigned equipment and vehicles.
- Works under a variety of unfavorable conditions including exposure to gunfire, harsh weather, hostile persons, poor or no lighting, exposure to hazardous chemicals and smoke, extremes in temperatures, all types of weather condition, and electrical hazards, armed/dangerous persons, communicable diseases, etc.
- Conduct him/herself in accordance with high ethical standards, both on and off duty.
- Must consistently demonstrate ability to exercise rational judgment and maintain emotional stability and honesty irrespective of personal circumstances, stressful or dangerous encounters with members of the public, or other stressors.

Police Officer

- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Must have a reputation of integrity, honesty, and candor such that he/she may testify as a credible witness in any court proceeding, whether in state or federal court, within the State of Texas.
- Prepares reports on crimes and activities
- Ability to read and interpret documents such as safety rules, policies and procedures, operating instructions, legal documents and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of public or employees and willingness to interact with the public regularly.
- Cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses
- Interacts and works with citizens regarding existing and potential law enforcement and crime prevention problems
- Responds appropriately to requests and inquiries from the general public
- Physically apprehends and searches suspects utilizing appropriate techniques and maneuvers to render ~~them~~ suspects safe for transportation and incarceration
- Assists other police employees in conducting assigned duties and responsibilities as necessary
- Purchases materials, supplies, equipment as necessary
- Performs all other duties as assigned

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Assists with preparation of program budgets.

WORKING CONDITIONS:

- Operates department computer equipment to review records, inquire about different activities/programs and input various data
- Operates patrol car, handgun, shotgun, baton, radar units, radios, computer, printer, etc.
- Works under stress and uses good judgment in emergency situations
- Performs a variety of physically demanding maneuvers and activities while involved in law enforcement and rescue operations, including running, walking, stooping, bending, rolling, crawling, climbing, jumping, lifting, carrying, dragging, and safely operating assigned equipment and vehicles
- Works under a variety of unfavorable conditions including exposure to gunfire, harsh weather, poor or no lighting, exposure to hazardous chemicals and smoke, extremes in temperatures, all types of weather conditions, electrical hazards, armed and dangerous persons, communicable diseases, etc.
- Works irregular and non-traditional hours including nights, weekends, holidays, as well as working extra assignments and extended hours in emergency, disaster or other situations influenced by workload, staffing difficulties, or equipment related issues.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of operational characteristics, services, and activities of a comprehensive Police Officer

law enforcement program.

- Knowledge of administrative directives, policies, and procedures of both the City of Carrollton and the Police Department.
- Knowledge of pertinent Federal, State, and local laws, codes, and regulations; interprets and applies as necessary.
- Knowledge of technical aspects of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.
- Knowledge of the geography of the City and the surrounding vicinity.
- Knowledge of the safe use of firearms and other modern police equipment.
- Knowledge of advanced law enforcement principles and the criminal justice system.
- Safe operation of City vehicles.
- Written Expression: Communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- Probing/Inquiry: Using oral language, social perceptiveness, and reasoning skill simultaneously to conduct effective interviews.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reaction Time: Responding quickly (with the hand, finger, or foot) to one signal (e.g., sound, light, picture) when it appears.
- Knowledge of operational characteristics, services, and activities of various police operations and programs.
- Skill in planning, organizing, and managing time effectively.
- Skill in resolving a variety of situations characterized by conflict or danger.
- Ability to work independently in the absence of supervision.

PREFERENCES:

- None.

MINIMUM QUALIFICATIONS:

- Must be a U.S. Citizen.
- Must be at least 21 years of age upon employment and no older than 44 when commissioned.
- Must be truthful and honest in their responses to all inquiries relative to their suitability for employment.
- Must possess a high school diploma or GED certificate.
- Must meet higher education requirements listed in Firefighters' and Police Officers' Civil Service Commission City of Carrollton Local Rules and Regulations.
- Must pass a Civil Service Entrance Exam with a minimum score of 70.
- Possess a valid Texas Class C Driver's License on hire date.
- Must read, write, and speak English proficiently.
- Must be on current eligibility list certified by the Civil Service Commission.

Police Officer

- Must be eligible for basic certification– as a Peace Officer by the Texas Commission on Law Enforcement ~~Standards and Education~~ (TCOLE).

CONDITIONS OF EMPLOYMENT:

- Must not have made a false statement in any material fact; withheld information, practiced or attempted to practice any deception or fraud in his/her application, examination or appointment.
- Must pass a thorough background check-
- Must pass Motor Vehicle record check.
- Must pass pre-employment examinations including written and oral exams, drug screening, and polygraph.
- Must pass all post-offer physical and psychological examinations.
- Must qualify with firearm (both day and night), baton, and arrest tactics on an annual basis. Must maintain firearm proficiency throughout employment.
- Must maintain necessary physical condition to carry out all essential functions of rank/assignment.
- Must meet insurance requirements/ policies.
- Must maintain Texas Class C Driver's License.
- Must successfully complete training curriculum of the Police Training Academy for a Carrollton Police Trainee.
- Must maintain certification as a Peace Officer by the Texas Commission on Law Enforcement (TCOLE).
- Must maintain a reputation (within the Department, the City, the community, other law enforcement agencies, and offices of District Attorneys), of honesty and integrity sufficient to qualify to testify in any court proceeding, whether in state or federal court, within the State of Texas. Any officer who garners a reputation of dishonesty or lack of candor such that he/she is no longer considered credible will be terminated.
- Must not have been dismissed or resigned in lieu of dismissal from any employment for inefficiency, delinquency, dishonesty or lack of candor, or other misconduct.