

FLSA: NON EXEMPT  
PAY RANGE: 35  
PAY CODE: HOURLY  
WC/CODE: 7720

## **CITY OF WHARTON POLICE OFFICER III**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To perform a variety of specialized duties in the enforcement of laws and the prevention of crime including handling K-9 unit, acting as school liaison officer and serving as identification technician in support of investigations; to control traffic flow and enforce state and local traffic regulations; and to perform a variety of technical and administrative tasks in support of the Wharton Police Department.

### **RESIDENCY REQUIREMENT**

Position contains a residency requirement as prescribed by the Police Residency Policy in effect.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class within the Police Officer Series. Employees within this class are distinguished from other classes within the series by the level of responsibility assumed and the performance of a higher level of expertise in an assigned area. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level command staff.

May exercise functional and technical supervision over public safety staff.

**EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential duties and responsibilities:**

1. Conduct regular patrol duties to preserve law and order, and 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 and accidents, robberies, and related misdemeanor and felony incidents.

2. Interview suspects, victims, and witnesses in the field.
3. Prepare reports on arrests made, activities performed and unusual incidents observed; input information into the computer.
4. Arrest and maintain custody of prisoners; conduct breathalyzer tests and record results; book and transfer prisoners to jail.
5. Serve warrants and assist in the execution of police raids.
6. Direct traffic at fires, special events, and other emergency or congested situations.

When assigned as K-9 Officer:

7. Conduct training with K-9 drug detection; conduct searches with K-9; responsible for the daily care and upkeep for K-9.
8. Responsible for training probationary officers; responsible for the supervision of reserve officers; responsible for bicycle registration; maintain a daily log of all calls for investigation or service.

When assigned as Identification Officer:

9. Provide assistance in police investigations related to crime scene procedures; search and photograph crime scene; preserve, photograph, and collect evidence.
10. Maintain fingerprint filing system; conduct and classify fingerprints; compare fingerprint evidence to known or unknown suspects.
11. Responsible for evidence including the transportation of evidence to laboratory for analysis, the maintenance of all seized evidence, storage facilities, and records related to evidence.
12. Maintain and produce chemical compounds or product used in the location and enhancement of evidence.
13. Collect, process, photograph and present evidence including fingerprints, fibers, blood and related physical evidence.

**Essential duties and responsibilities:**

When assigned as School Liaison Officer:

14. Conduct crime prevention programs; conduct drug education programs; conduct highway drug interdiction.
15. Monitor and obtain information related to gang activities; prepare reports related to drug and gang related activities within the city.
16. Implement the D.A.R.E. and G.R.E.A.T. curriculum to students in the Wharton Independent School District; implement summer and after school programs

When assigned as a Field Training Officer:

17. Instruct and train introductory officers on police procedures; monitor and evaluate the performance of introductory officers.
18. Compile daily, weekly, and end of probationary phase performance reports on the status of each introductory officer.
19. Recommend remedial training or advancement to the next phase of training for all introductory officers; responsible for evaluating and recommending personnel action including hiring or terminating introductory officers upon completion of the training program.

**Other important duties and responsibilities:**

1. Testify in court.
2. Act as lead worker in the absence of a Police Sergeant; consult, motivate, and counsel less experienced police officers.
3. Provide escort service for funerals.
4. Attend department-sponsored training.
5. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques.

Offensive and defensive weapons nomenclature and theory.

First aid principles, practices and techniques.

Self defense tactics.

Interviewing and interrogation techniques.

Public relations techniques.

Report writing techniques and procedures.

Observe accurately and remember names, faces, numbers, incidents and places.

Use and proper care of firearms.

Understand, interpret and apply laws, regulations, policies and procedures.

### **When assigned as K-9 Officer:**

Principles and practices of K-9 training and use in police procedures.

Proper care for K-9.

### **When assigned as Identification Officer:**

Criminal law and criminal procedures 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.

Principles and procedures of police investigations.

### **When assigned as School Liaison Officer:**

Student education programs including D.A.R.E. and G.R.E.A.T.

Gang related behavior and terminology.

**Knowledge of:**

**When assigned as Field Training Officer:**

Principles and practices of instruction.

Human relations techniques and cultural diversity issues.

**Ability to:**

Prepare clear, accurate and grammatically correct written reports.

Analyze situations quickly and objectively to determine and take emergency action.

Identify potential crime situations or traffic hazards and take preventive action.

Administer first aid.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Follow all safety rules and regulations of the Police Department.

Meet the physical requirements established by the department.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *running, walking, standing or sitting for extended periods of time*
- *effecting arrests*
- *subduing resisting individuals*
- *chasing fleeing subjects*
- *running, walking, crouching or crawling during emergency operations*
- *moving equipment and injured/deceased persons*
- *climbing stairs/ladders*
- *performing life-saving and rescue procedures*
- *operating assigned equipment including firearms and vehicles.*

**Ability to:**

Effectively deal with personal danger which may include exposure to:

- *hazardous chemicals and materials*
- *dangerous firearms*
- *intense heat*
- *electrical hazards*
- *dangerous animals*
- *armed and dangerous persons*
- *communicable diseases*
- *hazards of emergency driving*
- *emotional and criminal persons*
- *hazards associated with traffic control and working in and near traffic*
- *natural and man-made disasters.*

Maintain mental capacity which allows the capability of:

- *exercising sound judgment and rational thinking under dangerous circumstances*
- *evaluating various options and alternatives and choosing an appropriate and reasonable course of action*
- *demonstrating intellectual capabilities.*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *operating assigned equipment*
- *communicating with others.*

When assigned as K-9 Officer:

Train and work effectively with the Police Department K-9.

When assigned as Identification Officer:

Gather, assemble, analyze, evaluate and use facts and evidence.

When assigned as School Liaison Officer:

Administer student education programs including D.A.R.E. and G.R.E.A.T.

Prepare and present clear and concise programs to students and citizen groups.

When assigned as a Field Training Officer:

Prepare and present clear and concise training scenario and demonstrations.

Obtain certification as a Field Training Officer.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of law enforcement experience.

**Training:**

Equivalent to the completion of the twelfth grade and completion of basic police training supplemented with at least forty hours of TCOLE accredited continuing education.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of Basic Law Enforcement Certification issued by the State of Texas (TCOLE).

**WORKING CONDITIONS**

**Environmental Conditions:**

Work in an office or emergency environment; may work in intense life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, and noise; may be exposed to emergency and disaster situations; may work in stressful situations.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for sitting, standing, running, walking, crawling, climbing, stooping and lifting for prolonged periods of time; and in operating a motorized vehicle; maintaining physical condition appropriate to the performance of assigned duties as specified by the Basic Law Enforcement Certificate.