



City of Teague Police Department

Job Descriptions

Sworn and Cadet Personnel

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION

POLICE CADET CLASSIFICATION

POSITION STATEMENT

POSITION OVERVIEW

Attends an accredited Texas law enforcement training academy and successfully completes the academy curriculum for Texas Basic Peace Officer. Successfully completes the Texas Commission on Law Enforcement (TCOLE) licensing examination and obtains certification as a Basic Peace Officer.

ESSENTIAL DUTIES

- Position requires comprehensive study of state laws, police procedures, and all aspects of the law enforcement function, in preparation for becoming a certified peace officer.
- Position requires continued daily attendance at the law enforcement training academy, successful completion of written tests, participation in physical fitness related activities as required by training academy and completing academic requirements to obtain the Basic Peace Officer certificate.
- Position includes assisting department personnel in performing a variety of law enforcement and crime prevention tasks.
- Must meet all legal requirements for future licensing and certification as required by the Texas Commission on Law Enforcement (TCOLE).
- This is not an exhaustive listing of duties. Cadets may serve in other roles, such as assisting officers and staff, assisting detectives with case management, assisting with the processing/disposal of property and evidence; and other similar work functions designed to afford cadets with an understanding of the workings of a law enforcement agency.

EDUCATION, CERTIFICATION, LICENSE, & REQUIREMENTS

- High School Diploma or GED equivalent
- Thirty (30) college credit hours are preferred.
- Must meet the basic requirements as prescribed by the Texas Commission on Law Enforcement.
- Must meet the hiring qualifications as set forth by the Teague Police Department.
- Must possess a valid Texas Driver License at the time of appointment.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION

POLICE OFFICER CLASSIFICATION

POSITION STATEMENT

A Teague Police Department Police Officer is called upon to perform a variety of tasks, both enforcement and non-enforcement related. This job description outlines those tasks (functions) and divides them into two categories, essential and marginal.

The essential functions are those tasks that a person must be able to perform, with or without reasonable accommodation, to obtain and maintain employment as a police officer for the City of Teague Police Department.

The marginal functions are those tasks that a police officer might be called upon to perform and should be able to perform with or without reasonable accommodation.

Duty assignment may be to any patrol shift or to any of the specialized functions directed by the Chief of Police.

ENTRY LEVEL REQUIREMENTS

To be eligible for consideration for employment as a police officer for the City of Teague, a person must:

- Be a citizen of the United States,
- Be twenty-one years of age,
- Possess a high school diploma or G.E.D.,
- Possess a valid Texas driver's license,
- Possess a license or be eligible for licensing as a peace officer by the Texas Commission on Law Enforcement Officers Standards and Education, and
- Possess the abilities necessary to perform the essential functions of a police officer job as outlined in the job description.

WORK ENVIRONMENT

The working environment consists of working in an air-conditioned building with frequent and disruptive noise, or working outdoors or in an air-condition vehicle, frequently subject to intense or inadequate lighting, disruptive and extreme noise, extreme temperatures, dust/dirt, and constant exposure to various weather conditions, hazards, and accidents.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION POLICE OFFICER

CLASSIFICATION – CONTINUED

SUPERVISION RECEIVED AND EXERCISED

A police officer shall receive supervision from a Sergeant and/or the Chief of Police and additional supervision from higher level supervisory or management personnel within the city.

A police officer shall exercise supervision over other police officers at any assigned scene until properly relieved by supervisory or specialized personnel. In addition, a police officer assigned as a Field Training Officer shall exercise supervision over any assigned probationary officer.

ABILITIES REQUIRED – The following are the abilities required to perform the essential functions of the police officer job:

ORAL COMPREHENSION

The ability to understand words and sentences spoken in English.

WRITTEN COMPREHENSION

The ability to read and understand words, sentences and paragraphs written in English.

ORAL EXPRESSION

The ability to use English words and sentences in speaking so others will understand. Oral Expression includes the ability to communicate information and the meaning of ideas to other people. This ability involves knowledge of the meanings and distinctions among words and the way words should be put together to communicate the intended meaning of a message.

WRITTEN EXPRESSION

The ability to use English words and sentences in writing so others will understand. Written Expression includes the ability to communicate information and ideas in writing. This ability involves knowledge of the meanings and distinctions among words, strong working knowledge of grammar, and the ability to organize sentences and paragraphs.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION POLICE OFFICER

CLASSIFICATION – CONTINUED

MEMORIZATION

The ability to remember information, such as words, numbers, pictures, and procedures. Pieces of information can be remembered by themselves or with other pieces of information. It emphasizes what cognitive psychologists call episodic memory which is the memory for specific events. This can be distinguished from semantic memory which refers to the general knowledge base.

PROBLEM SENSIVITY

The ability to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem as well as the elements of the problem.

NUMBER FACILITY

This ability involves the degree to which adding, subtracting, multiplying, or dividing can be done quickly and correctly. These procedures can be steps in other operations like finding percents or taking square roots.

DEDUCTIVE REASONING

The ability to apply general rules to specific problems to produce logical answers. It involves deciding if an answer makes sense.

INDUCTIVE REASONING

The ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions. This involves the ability to think of reasons why things go together. It also includes producing a logical explanation for a series of events which seem unrelated.

INFORMATION ODERING

The ability to correctly follow a rule or set of rules to arrange things or actions in a certain order. The rule or set of rules to be used must already be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION POLICE OFFICER

CLASSIFICATION – CONTINUED

SPEED OF CLOSURE

The ability to quickly make sense of information which initially seems to be without meaning or organization. It involves the degree to which different pieces of information can be combined and organized into one meaningful pattern quickly. The material may be visual or auditory.

FLEXIBILITY OF CLOSURE

The ability to identify or detect a known pattern (a figure, word, or object) which is hidden in other materials. The task is to pick out the pattern you are looking for from the background material.

SPATIAL ORIENTATION

The ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you. It involves maintaining directional orientation as in one's bearings with respect to the points of a compass. This ability allows one to keep orientation in a vehicle as it changes location and direction. It helps one from getting disoriented or lost as one moves in an unfamiliar environment.

VISUALIZATION

The ability to imagine how something will look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of what patterns or objects would look like after certain changes such as unfolding or rotation. One must predict what an object, set of objects or pattern would look like after the changes were carried out.

PERCEPTUAL SPEED

This ability involves the degree to which one can compare letters, numbers, objects, pictures, or patterns, both quickly and accurately. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered one.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION POLICE OFFICER

CLASSIFICATION – CONTINUED

SELECTIVE ATTENTION

The ability to concentrate on a task without getting distracted. When distraction is present, it is not part of the task being done. This ability also involves concentrating while performing a boring task.

TIME SHARING

The ability to shift back and forth between two or more sources of information. The information can be in the form of speech, signals, sounds, touch, or other sources.

RESPONSE ORIENTATION

The ability to choose between two or more movements quickly and accurately when two or more different signals (light, sounds, pictures, etc.) are given. The ability is concerned with the speed with which the right response can be started with the hand, foot, or other parts of the body.

ARM-HAND STEADINESS

The ability to keep the hand and arm steady. It includes steadiness while making an arm movement as well as while holding the arm and hand in one position. The ability does not involve speed or strength.

MANUAL DEXTERITY

The ability to make skillful, coordinated movements on one hand, a hand together with its arm, or two hands to grasp, place, move or assemble objects like hand tools or blocks. This ability involves the degree to which these arm-hand movements can be carried out quickly. It does not involve moving machine or equipment control or levers.

STATIC STRENGTH

The ability to use continuous muscle force to lift, push, pull or carry objects. This ability can involve the hand, arm, back, shoulder or leg. It is the maximum force that one can exert for a brief period.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION POLICE OFFICER

CLASSIFICATION – CONTINUED

EXPLOSIVE STRENGTH

The ability to use short bursts of muscle force to propel oneself, as in jumping or sprinting, or to throw objects. It requires gathering energy for bursts of muscular effort.

DYNAMIC STRENGTH

The ability to support, hold up or move the body's own weight with the arms, repeatedly or continuously over time. The ability involves the degree to which the arm-shoulder muscles do not "give out" or fatigue when exerted in such repeated or continued movement.

TRUNK STRENGTH

This ability involves the degree to which one's stomach and lower back muscles can support part of the body or the position of the legs, repeatedly or continuously over time. The ability involves the degree to which these trunk muscles do not "give out" or fatigue when they are put under such repeated or continuous strain.

EXTENT FLEXIBILITY

The ability to bend, stretch, twist, or reach out body, arms and/or legs.

DYNAMIC FLEXIBILITY

The ability to bend, stretch, twist, or reach out with the body, arms and/or legs both quickly and repeatedly.

GROSS BODY EQUILIBRIUM

The ability to keep or regain one's body balance or to stay upright when in an unstable position. This does not include balancing objects.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION POLICE OFFICER

CLASSIFICATION – CONTINUED

STAMINA

The ability to exert oneself physically over a period without getting winded or out of breath.

SOCIAL SENSIVITY

The skill of acting suitably in a social situation, regardless of the exact nature of the social contact. It involves adjusting your behavior to fit the social occasion. It depends on figuring out how other people feel.

ORAL FACT FINDING

The ability to uncover important and relevant information about a problem through conversation, questioning or discussion.

RESISTANCE TO PREMATURE JUDGEMENT

The ability to withhold final decision until the key facts have been collected and evaluated.

PERSISTENCE

The ability to keep on trying to persuade others despite such factors as fatigue, distractions, boredom, and resistance.

BEHAVIOR FLEXIBILITY

The ability to adapt one's behavior to changing circumstances when motivated to reach a goal.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

ESSENTIAL FUNCTIONS OF POLICE OFFICER JOB CLASSIFICATION

The following are functions of the police officer job which a person must be able to properly perform to obtain and maintain employment as a Teague Police Department Police Officer:

1. Attend work regularly in accordance with agency leave policies,
2. Inspect vehicles for weapons or contraband at the start of the work shift and after each transport of prisoners or other persons,
3. Check the condition of the assigned vehicle and other equipment,
4. Identifies and requests needed repairs to vehicle and other equipment,
5. Communicates using the police radio,
6. Safely operates vehicles and emergency equipment in emergency situations,
7. Informs telecommunications, via radio or other means, of changes at any police scene,
8. Safely operates vehicles under extreme weather conditions and/or unusual road conditions,
9. Patrols and/or checks assigned areas to deter crime and be readily available in case of serious incidents,
10. Deals with mentally or emotionally disturbed persons,
11. Uses street guide/maps to become familiar with area,
12. Distinguishes legal from illegal activities,
13. Responds to calls for police assistance from citizens,
14. Responds to crimes in progress,
15. Investigates suspicious circumstances,
16. Identifies potentially hazardous situations and takes corrective actions,
17. Arrests and/or issues citations to traffic law violators,
18. Mediates domestic and family disputes and acts according to departmental policies and family violence statutes,
19. Control hostile groups,
20. Uses restraints to subdue resisting persons according to departmental policies and statutes,

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ESSENTIAL FUNCTIONS OF POLICE OFFICER JOB CLASSIFICATION

21. Conducts frisks and pat-down searches in accordance with departmental policies and within the framework of Terry v Ohio,
22. Makes arrests and uses force in accordance with departmental policies and statutes,
23. Conducts searches of arrested persons,
24. Handcuffs or otherwise restrains arrested persons,
25. Restrains violent or disorderly prisoners,
26. Safely and accurately discharges firearms, when necessary,
27. Applies first aid in serious situations,
28. Requests emergency assistance at the scene of an accident or other emergency,
29. Takes precautions to prevent additional accidents at any police scene,
30. Administer or assists with cardio-pulmonary resuscitation,
31. Removes hazards from roadways,
32. Reports hazardous roadway conditions and defective traffic control devices,
33. Evacuates areas endangered by explosive or toxic substances,
34. Makes lawful arrests without warrants,
35. Makes lawful arrests with warrants,
36. Completes prisoner booking process in accordance with departmental policies,
37. Guards arrested persons outside secured detention facilities,
38. Searches persons, premises, autos, or property with consent or incident to arrest,
39. Searches persons, premises, autos, or property authorized by warrant,
40. Searches persons, premises, autos, or property based on probable cause,
41. Conducts preliminary investigations on criminal offenses,
42. Conducts follow-up investigations as directed by supervisory personnel,
43. Prepares complete and understandable reports on criminal offenses and other incidents,
44. Apprehends and processes juvenile offenders,

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

ESSENTIAL FUNCTIONS OF POLICE OFFICER JOB CLASSIFICATION

45. Participates in firearms training,
46. Maintains clean and functional service weapons and equipment,
47. Prepares for and testifies in courts,
48. Attends and satisfactorily completes required in-service training,
49. Advises property owners or inhabitants of potentially dangerous conditions,
50. Provides intelligence information on known or suspected offenders to appropriate agency divisions or other agencies,
51. Conducts surveillance of individuals or groups to prevent or suppress criminal activity,
52. Assists emergency medical personnel with sick or injured persons,
53. Safely assists hazardous material team at scene of toxic spill,
54. Assists fire & Emergency Medical personnel at scene of fires or medical emergencies,
55. Distinguishes between hazardous and non-hazardous situations, and
56. Reads, understands, and complies with all security and safety regulations.

MARGINAL FUNCTIONS

The Teague Police Department Police Officer is assigned to single officer units; therefore, all functions are essential and there are no marginal functions.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION

SERGEANT CLASSIFICATION

POSITION STATEMENT

A Teague Police Department Sergeant must possess all the abilities outlined in the Teague Police Department Police Officer Classification job description and be able to perform all the essential functions outlined in that job description as well as the essential functions of the Sergeant Classification.

Duty assignment as a Teague Police Department Sergeant may be to a patrol supervisory assignment, criminal investigations, or community resource coordinator. Assignment to a specific sergeant position is at the discretion of the Chief of Police and any sergeant may be reassigned to any sergeant position as deemed appropriate by the Chief of Police.

ENTRY LEVEL REQUIREMENTS

- Licensed as a Texas Peace Officer,
- Three years of experience as a police officer,
- Above average oral and written communications skills, and
- Completion of T.C.O.L.E. First Line Supervisor's Course within twelve months after promotion to Sergeant.

WORK ENVIRONMENT

The working environment consists of working in an air-conditioned building with frequent interruptions and contact with irate and/or irrational persons or working outdoors in an air-conditioned vehicle but frequently exposed to intense or inadequate lighting, disruptive and extreme noise, extreme temperatures, dust/dirt, and constant exposure to hazards and accidents.

Working hours might consist of any patrol shift, daytime, weekend duty, holidays, on-call status, and special events.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION

SERGEANT CLASSIFICATION – CONTINUED

SUPERVISION RECEIVED AND EXERCISED

A Teague Police Department Sergeant shall receive direct supervision from the Chief of Police and additional supervision from higher level police supervisory and management personnel within the city.

A sergeant shall supervise police officers as directed by the Chief of Police and shall supervise all personnel at a crime scene or incident until properly relieved by the Chief of Police or specialized personnel as outlined in departmental policies.

ABILITIES REQUIRED FOR SERGEANT CLASSIFICATION

A Teague Police Department Sergeant shall possess all the abilities required in the Police Officer Classification as well as above average oral and written communications skills.

ESSENTIAL FUNCTIONS SERGEANT CLASSIFICATION

The essential functions of Sergeant Classification are divided into three assignment sections. A Teague Police Department Sergeant must be able to properly perform all the essential functions required of any assignment to patrol supervision, criminal investigations, or community resources coordination.

ESSENTIAL FUNCTIONS PATROL ASSIGNMENT

1. Conduct shift briefings at beginning of shift,
2. Assign officers to special patrol duties as needed,
3. Conduct in-service training as directed by the Chief of Police,
4. Observe and evaluate police officer job performance,
5. Ensure all personnel comply with laws and regulations,
6. Ensure police officers comply with departmental policies,
7. Maintain officer time records in absence of the Chief of Police,
8. Approve/disapprove officer time off in absence of the Chief of Police,

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9. Maintain shift schedule to insure sufficient coverage,
10. Supervise and assist officers at crime and incident scenes,
11. Inspect officer's vehicles and equipment,
12. Check officer's paperwork for completeness and accuracy,
13. Coordinate police activities with other agencies,
14. Coordinate activities with other departmental divisions,
15. Receive and process citizen complaints against any department member,
16. Compile and maintain statistical records as directed by the Chief of Police,
17. Keep the Chief of Police informed of all aspects of shift activity,
18. Call additional or specialized personnel to scene as needed,
19. Stay informed of all shift activity,
20. Attend supervisory meetings as scheduled,
21. Delegate authority and responsibility as directed by departmental policies and procedures, and
22. Good working knowledge of computer programs and Microsoft applications.

MARGINAL FUNCTIONS

The Teague Police Department Sergeant position is assigned to single officer units; therefore, all functions are essential and there are no marginal functions.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

CHIEF OF POLICE POSITION STATEMENT

The Chief of Police is under the administrative direction of the Mayor and City Council. The Chief of Police is responsible for the effective management of the Police Department, Animal Control Services, Code Enforcement Services, and Fire Marshall's Office. The Chief of Police oversees all sub-departments within the police department to ensure that all City and Departmental Policies and Procedures are followed. The Chief of Police reviews and approves all department policies and procedures and assists in the creation of each department's yearly budget. All expenditures from each department must be approved by the Chief of Police.

The Chief of Police is responsible for planning, organizing, staffing, directing, and controlling the police services for the City of Teague. The Chief of Police directs departmental managerial and operational staff towards achieving established goals and objectives. Work is performed with considerable discretion and latitude in interpreting and applying policies, rules, and regulations.

Qualifications

1. Must be a T.C.O.L.E. licensed Texas Peace Officer with an Advanced Peace Officer Certification, Master Peace Officer Certification preferred, and;
2. Possess a Bachelor's Degree from an accredited institution and three (3) years full time law enforcement experience with a municipal law enforcement agency, or possess an Associate Degree or sixty (60) credit hours from an accredited college or university institution and Five (5) years full time law enforcement experience with a municipal law enforcement agency, or Seven (7) years full time law enforcement experience with a municipal law enforcement agency, without any college credits, and;
3. Possess a valid Texas Operators License, and;
4. Possess the abilities to perform the essential functions of a Teague Police Officer as outlined in the Teague Police Officer Job Description,
5. Must have at least two years of experience in a senior level law enforcement capacity, E.g., rank of Lieutenant or higher within a law enforcement department, and;
6. Any other qualifications that the Board of Alderman may require.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION

CHIEF OF POLICE CLASSIFICATION -

CONTINUED

Essential Job Functions

1. Performs and / or oversees departmental planning; develops the broad outline of the work to be done; establishes methods for accomplishing departmental objectives; ensures that departmental goals and objectives are consistent and compatible with goals and objectives set by the City of Teague,
2. Organizes the department to meet established goals and objectives; establishes formal lines of authority; establishes and maintains work groups to meet defined objectives,
3. Oversees the function of departmental staffing; identifies and documents departmental staffing needs; develops request and or proposals for additional staff,
4. Maintains continuous liaison with other department heads, city staff, and various outside agencies,
5. Oversees and administrates the department's budget; establishes controls and manages expenditures,
6. Interacts with the community on behalf of the department and the City; prepares and delivers speeches, lectures, and presentations; represents the department and the city before various city and county boards, commissions, and committees; responds to public inquiries and resolves complaints, and
7. Effectively supervises and recommends the hiring, discharge, evaluation assignment, discipline, and adjustment of grievances of subordinate employees.

(NOTE: The duties listed above are intended as illustrations of the diverse types of work performed by the Chief of Police and are not limited to these duties. Other duties may be assigned as deemed necessary by the Mayor and City Council)

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION

CHIEF OF POLICE CLASSIFICATION -

CONTINUED

Knowledge, Abilities and Skills

1. Principles, practices, and techniques of modern law enforcement,
2. Community geography and demographics,
3. Principles and practices of organization, management, budget development and personnel administration,
4. Federal, state, and local laws and ordinances that affect or are enforced by the police department,
5. Plan, evaluate, assign, and coordinate activities performed by the police department,
6. Motivate, manage, and supervise employees with varying levels of education and work experience,
7. Establish and maintain effective working relationships with City Administration, other city departments, public agencies, the news media, and the public,
8. Speak effectively and comfortably to large groups of people,
9. React calmly and quickly in emergency situations, and
10. Analyze complex managerial and administrative problems, formulate solutions, and take independent unilateral action.