



Police Administration – Police Officer

TITLE: POLICE OFFICER
PAY GRADE: NPO5
DEPT: POLICE ADMINISTRATION
REPORTS TO: POLICE SERGEANT

To perform this job successfully, an individual must be able to perform each essential duty and responsibility 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.

GENERAL SUMMARY:

The primary responsibility of all police officers is to protect the lives and property of the people of the City of Pasadena, to enforce the laws of the government, state, and city, and to serve the people in the manner necessary within the scope and duty of their particular assignment.

SUPERVISION:

None

ESSENTIAL DUTIES & RESPONSIBILITIES:

The listed duties are essential job functions that the position has been created to perform. The list of duties is not exhaustive. The employee may be called upon to perform any task that is implied from the listed duties or that is within the scope of the general summary.

- Patrol a designated area of the city by operating a radio equipped patrol car for extended periods of time in order to prevent or discover criminal activity, identify needs for community problem-solving, or as a showing of police presence as a deterrent to crime.
- Respond to and investigate calls for service involving vehicle collisions, misdemeanors, felonies, city, state, or federal offenses, nuisances, as well as other calls, which benefit the citizens of Pasadena.
- Use problem solving skills, creativity, and innovative approaches to identify concerns, present options for courses of action, identify resources, plan for implementation of desired changes, and evaluate success.
- Coordinate information and resources among other department employees, public and private agencies, and citizens regarding crime problems and solutions.
- Recognize suspicious behaviors of persons, which may indicate involvement in criminal offenses, stopping and interviewing suspicious persons, and successfully completing field interrogation cards.



Police Administration – Police Officer

- Observe and recognize erratic driving, issue traffic citations, conduct field sobriety tests, and make arrests when appropriate, to ensure the safety of persons on the roadways within the city.
- Immediately take control of a crime scene and preserve evidence, secure and interview witnesses, obtain complete information, including written statements when appropriate, process the scene by developing and lifting latent fingerprints, collect other forensic evidence using the most current techniques, and maintain complete and accurate evidence and crime scene logs.
- Demonstrate and maintain the ability to communicate effectively, both orally and in writing.
- Demonstrate and maintain the ability to analyze situations and adopt a quick, effective, and reasonable course of action. This includes the ability to remain calm, composed, undistracted and in full control of cognitive abilities while functioning appropriately in hostile, dangerous, or fearful situations that require force, up to and including deadly force.
- Maintain rational, cognitive decision-making abilities and self-control in situations or environments that may be personally offensive or which involve considerable stress, danger, personal risk, violence, or hostility. This includes the ability to exercise restraint when verbally or physically provoked.
- Interact with a variety of people functioning under various emotional states in order to manage interpersonal conflicts, resolve or stop criminal activity, obtain or provide information, or counsel and give aid to maintain order or provide service.
- Demonstrate and maintain the ability to walk, run, jump, or dodge obstacles, climb stairs, fences, and ladders in pursuit of fleeing suspects.
- Demonstrate and maintain the ability to lift, drag, push or pull people or objects, and the ability to use restraining devices and hands/feet for self-defense.
- Maintain proficiency with a firearm.
- Conduct him/herself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Perform other related duties as directed by competent authority.
- Arranges for medical attention of victims, if needed.
- Directs and reroutes traffic around fire or other disruption.
- Disperses unruly crowds at public gatherings.



Police Administration – Police Officer

- Intervenes to stop commission of crime and arrests perpetrators. May use deadly force if warranted.
- Writes and files case reports.
- May perform other police function as assigned, such as public education, crime scene investigation, crime evidence gathering, special group or task force assignments, front desk duties, telecommunication, commercial vehicle regulation enforcement, academy training, administrative duties, and specialty assignments.
- May appear in court as witness for prosecution.
- Must be physically capable of operating City vehicles safely, possess a valid driver's license and have an acceptable driving record.
- Ability to work any shift, including weekends and holidays.

OTHER REQUIRED DUTIES & RESPONSIBILITIES:

- Special projects as assigned.
- Assist as needed in emergency operations.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of United States and Texas Constitutions, Federal, State and City criminal and traffic laws and ordinances, and related court decisions.
- Knowledge of general social problems and cultural diversity of citizenry.
- Knowledge of modern police methods, practices, and procedures.
- Knowledge of the geography of the City, community service organizations, location of facilities and buildings.
- Knowledge of City of Pasadena Personnel Rules/Policies and the Pasadena Police Department Rules/Procedures Manual.
- Communicate in the English language by phone, police radio system, or in person in a group or one-to-one setting.
- Evaluate a situation, make effective decisions under pressure, and take appropriate action.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Use and properly care for firearms and related police emergency equipment.
- Observe and monitor people's behavior to determine compliance with laws,



Police Administration – Police Officer

regulations, and recall details.

- Apply first aid principles and practices.
- Travel across rough, uneven and rocky surfaces when gathering evidence, apprehending suspects or securing a crime scene.
- Comprehend and make inferences from material written in the English language and learn job-related material through observation, structured lecture, and oral instruction. This learning takes place in an on-the-job training or classroom setting.
- Remain in a standing or sitting position for extended periods.
- Maintain a level of physical fitness to meet department standards.
- Work in a variety of weather conditions with exposure to the elements.
- Work safely without presenting a direct threat to self or others.

EDUCATION, EXPERIENCE & LICENSES:

REQUIRED:

- Must have a high school diploma from an accredited school or program. In lieu of a high school diploma, a G.E.D will be accepted if you have completed 12 college hours at an accredited college or university, with a cumulative grade point average of 2.0 or higher.
- You must have a valid and current Texas driver's license by the date of hire.
- You must meet all licensing requirements as established by current T.C.O.L.E. rules.

PREFERRED:

- Bilingual English/Spanish desirable

OTHER REQUIREMENTS:

- You must be a United States citizen prior to receiving an employment offer.
- Applicants for this position must be at least 21 years of age and not yet 45 years of age by the date of commission.
- You must have good visual acuity, normal color vision, and depth perception consistent with the occupational demands of law enforcement. Applicants must possess binocular (three-dimensional) vision and have eyesight, which is correctable to 20/20, not to exceed 20/100 uncorrected in either eye. Applicants must be able to distinguish the full spectrum of color vision by passing the color vision test. Any applicant who completes the color vision test with two or more crossings in the same direction is automatically disqualified. You will be required to submit to an eye examination by a doctor of ophthalmology or optometry.
- You must not have any defects or physical conditions that would interfere with the duties and performance of a police officer.



Police Administration – Police Officer

- All police officer applicants will begin the application process by completing a written Civil Service examination. Applicants will be ranked according to their Civil Service exam score, which must be a minimum of 70%. Previous military service adds five (5) points to a passing Civil Service exam score.
- All police officer applicants must also successfully pass a physical agility test. An explanation of the physical agility test will be provided to applicants prior to the test date.
- All applicants must also successfully pass a comprehensive background investigation, polygraph examination, and an oral review board.
- All applicants who are given a conditional offer of employment must also submit to and successfully pass a psychological examination, eye examination, medical examination, and drug screen.

The above job description is intended to describe the general nature and level of work being performed by individuals assigned to this job. The job description does not include an exhaustive list of all duties that could be assigned if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Pasadena and the employee and is subject to change by the City of Pasadena as the needs of the City and requirements of the job changes.

Signature of employee

Date

Printed name of employee