

**CITY OF NACOGDOCHES  
POSITION DESCRIPTION**

**Position:** Recruit

**Department:** Police **FLSA Status:** Non-Exempt

**Division:** Patrol **Job Grade:** Grade PD.5

**Reports To:** Assistant Chief of Police

**BASIC FUNCTION**

Performs law enforcement duties in an assigned area during a specific period; assists in investigations of criminal offenses and in the apprehension of criminals.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**CONTINUED EMPLOYMENT WILL BE BASED ON:**

Attendance at an approved police academy; successfully pass TCOLE exam and completion of required field training program(s).

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provides exceptional customer service to internal and external customers.

Composes and maintains files, materials, records, and other documents related to duties.

Patrols streets in a police car, on a bicycle, or on foot. Performs preventative patrol, vehicle maintenance, vehicle operation, arrests, prisoner booking, traffic enforcement, radio communication, accident investigation, and personal defense.

Develops and maintains working rapport with citizens and community leaders.

Researches and composes a variety of departmental documents including affidavits and warrants; ensures accuracy and timely submission for processing.

Operates a radio to receive instruction and information from or to report information to police headquarters.

Responds to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior, and other needs; completes calls by determining true nature of situation and taking whatever legal or persuasive action is warranted.

Attends meetings, conferences, seminars and continuing education related to training requirements.

Investigates traffic accidents, issues traffic citations, directs traffic and participates in other emergency operation activities.

Regulates and directs vehicular traffic at busy times or when traffic signal malfunction or accidents require; maintains order at public gatherings.

May operate a chemical breath analysis machine and speed timing equipment.

Performs investigations of possible crimes through observation, questioning witnesses and others in the community, gathering physical evidence; performs investigative tasks assigned by superior officers; arrests and processes criminal suspects.

Advises the public on laws and local ordinances; serves citations, warrants and writs as needed.

Prepares records and reports on daily activities.

Builds strong relationships with staff.

Remains open and responsive to consistent coaching, takes an active role in performance planning and goal setting.

Acts as a role model at all times, adheres to high ethical standards.

Takes responsibility and initiative to develop core skills and competencies by being involved in every facet of personal development.

Remains flexible in an environment by championing and embracing change.

All other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

This position does not require supervisory responsibilities.

### **KNOWLEDGE OF:**

During the initial training period the applicant must be able to acquire the following:

The principles and practices of law enforcement and training, and skill in their application; local, state, and federal laws; proficiency in the maintenance and operation of assigned law enforcement equipment.

**ABILITY TO:**

Capacity to use and maintain firearms. Aptitude in observation and memory for names, faces, numbers, incidents, and places. Analyze situations quickly and accurately, and to determine proper course of action. Facility to understand and carry out oral and written instructions and to write clear and comprehensive reports. Capability to cope with situations firmly, courteously, tactfully and with respect for the rights of others. Edit, spell correctly, use proper English, and make mathematical computations; understand and accurately follow oral and written instructions; use general office machines; work independently without constant supervision; and type 45 words per minute.

**EDUCATION and/or EXPERIENCE:**

High school diploma/GED.

**LANGUAGE SKILLS:**

Capacity to create, read, analyze, and interpret reports, technical procedures, and/or governmental rules and regulations, and other business correspondence. Effectively present information and respond to questions with those contacted in the course of work in person, in writing, via radio communication and by telephone.

**MATHEMATICAL SKILLS:**

This position requires basic mathematical skills.

**REASONING ABILITY:**

Compiling, analyzing, and monitoring data for accuracy and completeness; and skill in resolving customer complaints and concerns.

**REQUIRED LICENSES OR CERTIFICATIONS:**

Must possess a valid Texas drivers license. Must be able to obtain basic certification by the Texas Commission on Law Enforcement (TCOLE).

**TESTING:**

All entry-level applicants must complete and pass the standard written examination. Applicants may not take the written test more than two times in any six-month period.

All entry-level applicants must complete and pass the Nacogdoches Police Department physical agility test. Contents of the test may be obtained by contacting the Nacogdoches Police Department Training Coordinator. Applicants may not take the physical agility test more than two times in any six-month period.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stand or sit for extended periods of time. The employee is required to use hands to finger, handle, or feel; reach with hands and arms; push, pull, and grasp; and perform repetitive motions; climb, balance, stoop, kneel, crouch, crawl, walk; stand and/or sit for extensive periods; must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly. Possess 20/20 vision, either corrected or uncorrected in each eye. Uncorrected vision cannot exceed 20/100 in each eye, unless vision is corrected by the use of contact lenses which must be worn on duty and/or during all enforcement related activities. Must be free of dichromatic color blindness, night blindness and any other visual deficiencies or limitations.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly subject to hazards associated with law enforcement, working in both inside and outside environments, and all types of weather conditions. Possible exposure to blood borne pathogens. The noise level in the work environment will range from moderate to extremely loud.

**By signing below, I acknowledge that I have reviewed and I understand this job description. This signed job description will be placed in your personnel file; instances concerning failure to adhere to your expectations will result in corrective action up to and including separation from the City of Nacogdoches.**

Employee Signature	Date
Supervisor Signature	Date