



- Processes prisoners, including fingerprinting, photographing, enduring magistrate warnings by a judge, approving city bonds, searching prisoners, recording and securing the prisoner's property, and transporting prisoners to an appropriate facility
- Shares information and works with other law enforcement agencies as directed and appropriate
- Assists EMS personnel, firefighters, animal control and other City departments as required
- Conducts security checks of businesses and residential areas on patrol route
- Fosters good police-community relations among residents and civilian population
- Monitors roadway and weather conditions, reporting any potential problems to appropriate agencies
- Other duties as assigned

## **MINIMUM JOB REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

High School diploma or General Education Degree

### **LICENSES AND CERTIFICATES**

Valid Class C Texas drivers' license; valid Texas Basic Officer Certification or approved equivalent as accepted by TCLEOSE.

### **PHYSICAL ABILITIES**

Ability to read, write and comprehend the English language. Ability to demonstrate effective communication of ideas both verbally and in written form using the English language. Ability to communicate in the English language under strained circumstances. Ability to demonstrate manual dexterity, strength and proficiency by qualifying with firearms as required by the State of Texas and the City of Springtown Police Department. Ability to stand and walk for extended periods of time. Ability to rise, kneel and crawl unaided. Ability to twist upper body without injury. Ability to pull, carry or drag 100 pounds for a distance of at least thirty feet. Ability to coordinate two or more physical operations simultaneously. Ability to work outdoors in adverse weather conditions involving heat and cold. Ability to control emotions under stressful conditions. Ability to interact with coworkers to accomplish work. Ability to show independence and autonomy. Ability to make quick and sound decisions in stressful situations. Ability to understand and follow City/Department policies, rules and regulations. Ability to identify and distinguish between colors. Ability to work effectively around mechanical hazards. Ability to pass a background investigation by the City of Springtown Police Department. Ability to pass a medical examination, polygraph, psychological and/or drug screen if required by the City of Springtown and/or the State of Texas. Ability to demonstrate basic mathematical ability in addition, subtraction, multiplication and division. Ability to crouch and/or stoop. Ability to work around explosive hazards as with bomb threats, explosions and car fires. Ability to walk and run unaided for specified distances.

*The City of Springtown is an Equal Opportunity Employer. In compliance with Disabilities Act (ADA), the City of Springtown will provide reasonable accommodations to qualified individuals with disabilities.*

**I have read and understand the duties and responsibilities of this job description**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date