

## HIDALGO COUNTY

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<b>Job Title:</b> Peace Officer	<b>FLSA Status:</b> Non-Exempt
<b>Dept. Code:</b> 123-008	<b>Civil Service Status:</b> Non-Exempt

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### **SUMMARY:**

Under the direction of the Chief of Security. Performs primarily undercover and surveillance work, patrol work or investigative work.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Patrols an assigned area to prevent crimes and enforce laws and regulations;
- Responds to emergency calls and routine complaints and takes action as necessary;
- Issues traffic citations and directs traffic;
- Investigates traffic accidents and crimes against persons and property and assists federal, state and local law enforcement officials;
- Keeps records of activities and makes reports concerning crimes, complaints, accidents and investigations;
- Make lawful arrests for violations of laws for the State of Texas and local government ordinance;
- Questions witnesses and suspects and takes statements;
- Assists other law enforcement agencies as needed;
- Performs surveillance of suspects and assigned locations;
- Regular attendance is a must;
- Ability to work well with others;
- Other duties as assigned;

### **QUALIFICATION REQUIREMENTS:**

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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

### **EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED);
- At least one (1) year of law enforcement related experience preferred;
- Minimum of thirty (30) college hours preferred;
- Must have good computer skills;
- Bilingual is preferred;

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- A current Basic Peace Officer Certification from the Texas Commission on Law Enforcement Officers Standards and Education;
- Employee must have a valid Texas Motor Vehicle Operator's License and must have liability insurance;
- May be required to post a bond or security;

### **OTHER SKILLS AND ABILITIES:**

- Ability to understand and follow written and oral instructions, departmental policy, rules, regulations and laws;
- Ability to establish and maintain effective working relationships with other county employees and officials, law enforcement agencies and the general public;
- Ability to analyze situations and adopt a quick, effective and reasonable course of action;
- Ability to write clear and concise reports and to maintain complete records as required;
- Ability to learn the use and care of bicycles, firearms, and specialized equipment;
- Ability to communicate effectively orally and in writing;
- Good physical condition;
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;

### **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.

While performing the duties of this job, the employee is required to walk, ride a bike, talk or hear. The employee is required to stand. The employee is required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel.

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works with explosives and is occasionally exposed to toxic or caustic chemicals. The employee is exposed to explosive hazards while searching buildings during bomb threats and working around firearms.

The employee is exposed to radiation hazards while working in the sun. The employee is exposed to toxic fumes/chemical hazards while working at a hazardous spill scene or fire. The employee might possibly be exposed to AIDS or Hepatitis by association with an infected suspect.

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

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

- stand, walk and ride a bicycle for extended periods of time;
- operating assigned equipment;

Maintain mental capacity, which permits:

- making sound decisions and using good judgment;
- maintaining confidentiality;
- demonstrating intellectual capabilities;

Effectively handle a work environment and conditions, which involve:

- working closely with others;
- working in a multi-task environment;

Maintain effective audio-visual discrimination and perception needed for:

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

**ACCIDENT PREVENTION PROGRAM:**

Required to follow all departments' safety regulations.