

- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in handling and defusing confrontational and/or hostile individuals.
- Skill in responding appropriately in an emergency situation.
- Skill in planning and implementing departmental procedures and objectives.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Bachelor’s Degree in Police Science or related field, graduation from the Police Academy, **and** ten (10) years law enforcement experience, five (5) years of which is in a command or supervisory role; **or** equivalent combination of education and experience.
- Must possess a Texas Police Officer License. (TCLEOSE)
- Must meet and maintain all regulatory requirements for Texas Police Officer License.
- Must pass a pre-employment drug screen, criminal background investigation, psychological and polygraph tests and MVR Check.
- Must possess State of Texas Driver’s License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in municipal police department office and field environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of standing, walking, bending, reaching, crawling, climbing, kneeling and lifting when responding to an emergency police situation.
- Must be able to restrain hostile and/or combative individuals.
- Must be able to lift up to 50 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, guns, weapons, police safety gear and equipment, and department vehicles.

Approved By:

Signed by Lauren Safranek, Director of HR

 Lauren Safranek, Director of Human Resources

06/25/2015

 Date



 Shannon Allyn, Human Resources Generalist

06/25/2015

 Date