



JOB DESCRIPTION

JOB TITLE:	Warrant Officer
DEPARTMENT:	Police
REPORTS TO:	Administrative Commander or other assigned supervisor
FLSA STATUS:	Regular/Part-time; Non-exempt
CIVIL SERVICE STATUS:	Non-Civil Service
WORK SCHEDULE:	Part Time – Various hours as assigned

JOB SUMMARY

This is a responsible position with emphasis on providing support to the Municipal Court by serving and clearing outstanding Class “C” misdemeanor warrants and providing security in the Courtroom during court proceedings. Work is performed under minimal supervision in accordance with standardized training methods as set forth through the Texas Commission on Law Enforcement. Work is accomplished through work assigned by supervisors, self-initiation, and/or calls for help from the community. These assignments are performed with competent, professional work ethics which require the ability to make rational, sound decisions. These decisions require the ability to listen closely, to discern appropriate facts, remember them, write them down in an effective manner, then to act accordingly.

SUPERVISES:

Does not regularly supervise any employee.

ESSENTIAL JOB FUNCTIONS:

Duties include but are not limited to the following:

- Perform all duties of a Police Officer (see Police Officer essential job functions below);
- Clear outstanding warrants issued by the court;
- Serve warrants by field contact, phone contact and physical arrest if necessary;
- Maintain accurate records and keep city materials, reports and documents confidential as provided by policy and law;
- Provide assistance to the Warrant and Collection Clerks in preparing up-to-date warrant lists;
- Provide security in courtroom during court proceedings, establish decorum in the court offices and court facilities, screen visitors for weapons and contraband as appropriate, and escort defendants to and from the court room;
- Search persons, property and premises; test and weigh illegal drugs recovered at crime scenes;

- Apprehend and arrest offenders; transport prisoners; book subjects into jail;
- Assist the Judge and court staff during all court proceedings, serving as Bailiff;
- Assist Warrant and Collection clerks; prepare paperwork, notices and media releases for the annual warrant roundup program;
- Attend meetings with other cities and counties involved with the warrant roundup program as needed;
- Act on violations of laws and ordinances; issue citations for traffic violations and/or other Class C misdemeanor offenses;

POLICE OFFICER ESSENTIAL JOB FUNCTIONS:

Duties include but are not limited to the following:

- Patrol assigned areas in a marked police vehicle observing criminal activity;
- React to the discovery of criminal activity by taking appropriate action;
- Arrest violators of federal, state and local laws when necessary to do so by legal means;
- Make written reports upon being advised of criminal activity, whether the criminal activity was past, present or future;
- Respond to requests for assistance from the general public;
- Testify in court;
- Remain current on police practices and procedures;
- Maintain city issued equipment in a good working condition;
- Build and maintain trust with the community;
- Educate the community on ways to prevent crime and drug abuse;
- Operate a motor vehicle in a safe manner for extended periods of time;
- Operate a motor vehicle in a safe manner under varying weather conditions;
- Operate a motor vehicle in a safe manner at normal moving speeds as well as at high speeds;
- Sit in a motor vehicle for extended periods of time;
- Operate a motor vehicle while performing other tasks (overhead lights, siren, police radio);
- Exit a motor vehicle quickly and efficiently in a safe manner;
- Search buildings which may require climbing over, under, around or through various objects;
- Search persons, places, and motor vehicles;
- Pursue suspects on foot, who are attempting to escape criminal activity, over, under, around or through various objects;
- Pursue on foot after suspects who are attempting to escape criminal activity at various distances;
- Remove people from the possibility of harm to a safe place;
- Follow Department policies, procedures and directives;
- Write citations to persons in violation of traffic and penal codes;
- Stand for long periods of time;
- Assist Fire Department personnel at working fires or during medical emergencies;
- Provide emergency medical aid to the sick or injured within scope of acquired medical training;

- Establish an effective working relationship with other employees;
- Supervise other officers when placed in a position to do so;
- Conduct follow-up investigations;
- Preserve and maintain crime scenes until properly relieved;
- Physically restrain individuals using defensive tactics;
- Work any shift, which may include nights, weekends, holidays or any other time when assigned to do so;
- Remain alert and attentive at all times while on duty;
- Act responsibly and in a mature manner when dealing with emergencies or while in contact with the general public;
- Maintain good physical condition;
- Be proficient with the use of various items of police equipment;
- Perform all other duties as assigned

OTHER JOB FUNCTIONS:

DUE TO THE NATURE OF THE JOB PERFORMED BY POLICE OFFICERS, ASSISTANCE TO THE COMMUNITY MAY TAKE ON VARIOUS FORMS NOT LISTED ABOVE. GENERALLY SPEAKING, A POLICE OFFICER MUST BE WILLING TO TAKE ON ANY TASK WHICH THE OFFICER MAY BE CALLED UPON TO PERFORM BY PEOPLE IN NEED OF ASSISTANCE OR TO THE BENEFIT OF THE COMMUNITY.

KNOWLEDGE, SKILLS & ABILITIES

- Good working knowledge of modern police methods, procedures and objectives;
- Must be able to read and understand reports, memos, manuals, policies, rules, regulations, laws ordinances and statutes;
- Knowledge of basic math to calculate speeding violations, elapsed time and accident reconstruction;
- Ability to observe situations analytically and objectively and to report and record them clearly and complete in writing;
- Ability to deal courteously but firmly with the general public;
- Ability to report to work regularly and on time;
- Ability to get along and work well with others;
- Ability to establish and maintain cooperative working relationships with staff, City departments, court personnel, outside agencies, contractors, vendors, community organizations, and the general public;
- Good knowledge and skill in the use and care of firearms and other police equipment;
- Good working knowledge of modern emergency medical treatment procedures, techniques, rules, regulations and reporting;
- Ability to act quickly and calmly under emergency conditions;
- Ability to analyze situations and adopt a quick, effective and reasonable course of action;
- Ability to act without direct supervision and to exercise independent discretion in meeting emergencies;
- Adequate physical strength and agility to perform arduous work, even under adverse weather and/or less-than-ideal conditions;

- Ability to exert physical force as needed to intervene in conflict situations or subdue suspects;
- Ability to establish an effective working relationship with other employees;
- Good knowledge of the geography of the City including streets, landmarks, certain buildings and businesses, and city limits;
- Good knowledge of judicial processes and various types of court documentation;
- Good knowledge of Municipal Court policies and procedures;
- Ability to quickly acquire the knowledge, skills and abilities necessary to function effectively and efficiently in the job.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

- High school diploma or a G.E.D. equivalent.
- Prior experience as a certified peace officer preferred.
- Minimum age requirement - 21 years of age.
- Basic peace officer training meeting minimum standards set forth by the Texas Commission on Law Enforcement.

SPECIAL REQUIREMENTS LICENSES AND CERTIFICATIONS

- Peace officer license issued by the Texas Commission on Law Enforcement.
- Valid Texas Motor Vehicle Operator's License with no restrictions other than "A".

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Potential exposure to chemical spills, fuel spills, and car fires. Potential of having shots fired during calls for service. Crimes may involve armed and dangerous individuals. Potential exposure to assaults and physically combative subjects. Potential exposure to blood or other bodily fluids when at the scene of an accident or crime. Exposure to extreme weather, smoke from fires, hazardous material from traffic accidents and potentially dangerous pursuit situations.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to operate various police vehicles, and operate police vehicle equipment, including a computer, radio, and camera; mobility, physical strength and stamina to respond to emergency situations. The employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, run, use hands to finger, handle, or operate objects, controls, or tools listed above. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee may occasionally be required to physically subdue combative subjects and must maintain a level of physical ability accordingly. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

APPLICANT NOTES:

- Regular and reliable attendance is required of all employees.
- Pre-employment and ongoing drug screens are required and the substance abuse policy is strictly enforced.
- This is an at-will position.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned

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

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

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____