



Safety Sensitive

We work together to build a community of the highest quality for present and future generations.

City Marshal

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| City Title: Lake Patrol Officer I / II | Grade Range: 51, 54 |
| Functional Title: Lake Patrol Officer | FLSA: Non-exempt |

GENERAL DESCRIPTION

Under the direction of the Chief Marshal, this position involves the responsibility of enforcing laws and ordinances; preventing, investigating, and detecting crimes; and the apprehension of persons accused of a crime. Work involves an element of personal danger. Employee must be able to act without direct supervision and to exercise considerable independent judgment in responding to emergencies.

SUPERVISION EXERCISED

This position exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Patrols City-owned lakes and adjacent land to enforce water safety regulations, ordinances, and state and local laws.
2. Operates lake patrol vehicles including city watercraft (patrol boat) as required by assignment during the day and at night, often in unsafe weather/road conditions.
3. Maintain order, process and transport prisoners ensuring that they are properly restrained with either handcuffs or other appropriate form of restraint.
4. Watches lake activities; assists in rescue operations; makes arrests as necessary.
5. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest wanted persons, and when and what degree of force should be used.

6. Perform clerical work related to duties in a prompt, correct, and legible manner, including maintenance of logs, preparation of correspondence, and other tasks necessary for communicating and obtaining information.
7. Carry, wear, and/or transport weapons, handcuffs, uniforms, and other equipment as appropriate to the assignment and in the manner prescribed by Department policy.

OTHER JOB RELATED DUTIES

Perform other related duties and responsibilities as assigned including periodically performing patrol functions in response to calls for service or assistance. However, officers assigned to the City Marshal's Office will only perform patrol type functions under very specific and directed circumstances.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Arrest laws, self-defense, and Human Relations

English language usage including proper spelling, grammar and punctuation

Lake or Water safety operations.

Skill to:

Perform lake security activities and duties.

Communicate effectively, both orally and in writing.

Safely operate a motor vehicle and boat or other watercraft

Safely use and care for firearms

Ability to:

Interact with other court staff members and members of the Abilene Police Department, Taylor County Sheriff's Office, and other law enforcement or related entities, to exchange information or aid in the apprehension of wanted individuals.

Endure verbal abuse when confronted with hostile or antagonistic views and opinions of suspects, witnesses, or other people encountered in the course of assignments.

Learn criminal law and criminal procedure with particular reference to the apprehension, arrest, and custody of persons with outstanding warrants. Establish and maintain effective working relationships with fellow employees and the public.

Make decisions and draw conclusions based on the information provided, perform accurate mathematical computations, and use appropriate time management.

Communicate clearly and concisely, both orally and in writing and understand and carry out oral and written directions.

Use standard broadcasting procedures of a police radio system, be observant, and manage adverse situations courteously and tactfully.

Operate standard office equipment including computer equipment, telephone, fax machine, copy machine, and typewriter. Read and interpret computer data and other official documents.

Work in both an outside and inside environment.

Use tact and diplomacy under stressful, combative situations associated with the arrest of defendants.

Operate standard office equipment including telephone, fax machine, and copier.

Establish and maintain cooperative working relationships with those contacted in the course of work, both internally and externally.

Follow and embrace the City of Abilene Values.

Experience and Training Guidelines:

Any combination equivalent to experience and training to provide the required knowledge, skills, and abilities may be qualifying. Knowledge, skills, and abilities may be obtained through:

Lake Patrol Officer I

Experience:

Two (2) years previous law enforcement service with at least two years prior patrol experience.

Lake Patrol Officer II

Experience:

Four (4) years of exemplary service with the Abilene City Marshal's Office.

Education/Training:

Training or knowledge in lake or water safety operations

Must have a High School Diploma or a GED and the completion of an approved Texas Basic Peace Officer Academy are required.

License or Certificate:

Must be a licensed Peace Officer in the State of Texas.

Must have a valid Texas Driver's license.

Special Requirements:

Essential duties require the following physical skills and include the following work environment:

Ability to travel to different work sites; potential exposure to persons various diseases, hostile attitudes, violent tendencies, and who may be verbally abusive.

Ability to sit, stand, walk, run, kneel, crouch, stoop or squat, crawl, twist upper body, and climb.

Ability to lift and carry up to 50 pounds.

Working conditions include exposure to cold, heat, extreme noise, outdoors, vibration, chemicals, explosive materials, and mechanical hazards.

City of Abilene Values

Team Spirit – *We work together to promote a sense of pride and belonging by recognizing the importance of communication, cooperation, and commitment in relationships with our customers.*

Continuous Improvement – *We strive for quality through innovation and resourcefulness.*

Responsiveness – *We empower our employees to provide exceptional and timely service.*

Integrity – *We demonstrate accountability through a strong work ethic, professionalism and trust.*

Individual Worth – *We respect everyone, honor diversity and provide opportunity for growth.*

DOCUMENTATION OF ESSENTIAL DUTIES

1. SDE
2. SDE
3. SDE
4. SDE
5. SDE
6. SDE
7. SDE

Codes

| First Letter TIME SPENT | Second Letter FREQUENCY | Third Letter SUPERVISOR REVIEW |
|--|---|---|
| S = Significant M = Moderate O = Occasional | D = Daily W = Weekly M = Monthly Y = Yearly A = Annually | E = Essential - Major focus of job/position N = Non-essential - Minor (can be easily assigned to another position) |