CITY OF ALAMO HEIGHTS
JOB DESCRIPTION

POLICE OFFICER

EXEMPT STATUS: Non-Exempt
SALARY RANGE: $72,700.47 - $95,361.18

JOB SUMMARY:

Under supervision of superior officers, the Police Officer is responsible for performing general duty police work in protecting life and property and enforcing laws and ordinances. Maintains law and order for the prevention of crimes and for protecting life and property within the City. Work methods are developed and demonstrated in detail by superior officers, much of the work is of a routine nature, incumbents must be able to exercise sound and independent judgment in emergency situations where danger to life or property may be involved. All assignments involve responsibility for recognizing the social importance of police functions, for tactful and courteous treatment of the public, and conscientious and efficient performance without immediate supervision. Exercises no supervision. Police Officers report to their assigned Police Sergeant.

EDUCATION AND EXPERIENCE:

- Graduation from high school or a General Education Development (GED) Certification
- Meet the minimum requirements for licensing as enacted by the Texas Commission on Law Enforcement Officer Standards and Education.

LICENSES OR CERTIFICATES:

- Valid Class “C” Texas Driver’s License.
- Current and valid Texas Peace Officer License.

ESSENTIAL JOB FUNCTIONS:

- Patrol the City proactively in furtherance of the Police Department Mission, Vision, Values and Goals; works in furtherance of developing community partnerships; actively engages and dissuades criminal activity and dangerous conduct.
- Enhance interaction and communication with the citizens and business representatives by means of increased patrol presence, stop & talk (business checks), and other strategies (bicycle patrol program, foot patrol)
- Respond to calls for police services in a timely manner without unnecessary delay; assists other City departments when a need is recognized or when on assignment.
- Make arrests for violations of laws or ordinances and testify in court.
- Provide an exceptional response and management of calls for service; develop and implement an appropriate course of action; prepares detailed offense and case reports.
- Enforce traffic and parking regulations proactively and reactively in furtherance of safe vehicular and pedestrian movement, directs traffic when necessary; participates in traffic

enforcement initiatives promoted by the Department; aggressively pursues DWI and DUI Minor offenders.

- Investigate all reports of accidents involving vehicles or pedestrians as required by the Texas Transportation Act; make detailed reports of traffic accident investigations.
- Accurately document, obtain, and process evidence in accordance with Police Department standards.
- Perform courtesy security checks on residential property when requested by residents who are out of town.
- Check doors and windows of business establishments; investigates any suspicious conditions.
- Maintain good working relationships with others and always provide a positive example for others to follow.
- Performs duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Federal, State and local laws and ordinances.
- Knowledge and application of the Alamo Heights Police Department Mission Statement, Values Statement, and Goals/Objectives during the course of duties.
- Knowledge of the rules, regulations, policies and procedures in the Alamo Heights Police Department General Manual; knowledge and adherence to all General and Special Orders issued or authorized by the Chief of Police.
- Knowledge of law enforcement techniques and procedures.
- Knowledge of standard broadcast procedures of a police radio system.
- Ability to maintain physical condition meeting department fitness standards and appropriate to the performance of police training functions, assigned duties and other responsibilities which may include demonstrating proficiency during training exercises or during the performance of actual duties not limited to effecting arrest, subduing resisting individuals, chasing fleeing subjects and running, walking, crouching or crawling during emergency operations.
- Ability to maintain firearms proficiency with all authorized and assigned firearms as prescribed by TCOLE rules, to include the issued duty sidearm, the police shotgun , the patrol rifle, and any other firearm issued in the furtherance of a specialized police response.
- Ability to meet certification requirements and maintain proficiency with all Department issued intermediate weapons.
- Ability to move equipment, injured/deceased persons and climb stairs/ladders.
- Ability to perform life-saving and rescue procedures.
- Ability to walk, stand or sit for extended periods of time.
- Ability to operate assigned equipment and vehicles safely and within prescribed procedures.
- Ability to effectively deal with personal danger which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control, working in and near traffic and natural and man-made disasters.
- Ability to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Ability to recognize dangerous situations; take measures to notify others or abate the situation.
- Ability to maintain mental capacity that allows the capability of exercising sound judgment and rational thinking under dangerous circumstances.
- Ability to evaluate various options and alternatives and choose an appropriate and reasonable course of action.
- Ability to demonstrate intellectual capabilities during training and testing processes.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS;

Work in a highly stressful emergency environment, under intense life-threatening conditions.

- Maintain effective audio-visual discrimination and perception needed for:
  1) Making observations
  2) Reading and writing
  3) Operating assigned equipment
  4) Assessing the situation at an incident scene
  5) Communicating with others
- Effectively deal with personal danger which may include exposure to:
  1) Confined or high work places
  2) Dangerous animals
  3) Dangerous people
  4) Extremely loud noises
  5) Hazards of emergency driving
  6) Hazards associated with traffic control, working in and near traffic
  7) Natural and man-made disasters
  8) Adverse weather conditions.
- Maintain Physical Condition appropriate to the performance of police training exercises, assigned duties and other responsibilities which may include the following:
  1) Running, walking, crouching or crawling during emergency operations
  2) Moving equipment and injured/deceased persons
  3) Climbing stairs/ladders
  4) Walking, standing or sitting for extended periods of time
  5) Performing life-saving and rescue procedures
  6) Operating assigned equipment
  7) Proficiency demonstrations utilizing assigned equipment and police tactics in varied conditions of climate, terrain and other adverse conditions under both stressful and non-stressful conditions

Police officers may be assigned varying shifts and days off as necessary to maintain adequate staffing of shifts. Additionally, police officers may be required to work overtime to meet service demands and/or to maintain operational efficiency. **Police officers must be prepared to work any shift, and assume scheduled days off if required.**

This job description is not an employment agreement or contract.
Management has the exclusive right to alter this job description at any time without notice.

Revision Date: October 2026

SIGNATURES

This job description has been approved by all levels of management:

Department Head / Manager _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____