



# **City of Stafford Police Department**

## **Job Descriptions**

### **Sworn Personnel**

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## JOB DESCRIPTION

### POLICE OFFICER CLASSIFICATION

#### POSITION STATEMENT

A Stafford Police Department Police Officer is called upon to perform a variety of tasks, both enforcement and non-enforcement related. This job description outlines those tasks (functions) and divides them into two categories, essential and marginal.

The essential functions are those tasks that a person must be able to perform, with or without reasonable accommodation, to obtain and maintain employment as a police officer for the City of Stafford Police Department.

The marginal functions are those tasks that a police officer might be called upon to perform and should be able to perform with or without reasonable accommodation.

Duty assignment may be to any patrol shift or to any of the specialized function units within the Police Officer Classification.

#### ENTRY LEVEL REQUIREMENTS

To be eligible for consideration for employment as a police officer for the City of Stafford, a person must:

- Be a citizen of the United States,
- Be twenty-one years of age,
- Possess a high school diploma or G.E.D.,
- Possess a valid Texas driver's license,
- Possess a license or be eligible for licensing as a peace officer by the Texas Commission on Law Enforcement Officers Standards and Education, and
- Possess the abilities necessary to perform the essential functions of a police officer job as outlined in the job description.

#### WORK ENVIRONMENT

The working environment, for the most part, consists of working in an air-conditioned building with frequent and disruptive noise, or working outdoors or in an air-condition vehicle, frequently subject to intense or inadequate lighting, disruptive and extreme noise, extreme temperatures, dust/dirt, and constant exposure to hazards and accidents.

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## JOB DESCRIPTION POLICE OFFICER

### CLASSIFICATION – CONTINUED

#### SUPERVISION RECEIVED AND EXERCISED

A police officer shall receive supervision from a division Sergeant and/or Lieutenant and additional supervision from higher level supervisory or management personnel.

A police officer shall exercise supervision over other police officers at any assigned scene until properly relieved by supervisory or specialized personnel. In addition, a police officer assigned as a Field Training Officer shall exercise supervision over any assigned probationary officer.

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ABILITIES REQUIRED – The following are the abilities required to perform the essential functions of the police officer job:

#### ORAL COMPREHENSION

The ability to understand words and sentences spoken in English.

#### WRITTEN COMPREHENSION

The ability to read and understand words, sentences and paragraphs written in English.

#### ORAL EXPRESSION

The ability to use English words and sentences in speaking so others will understand. Oral Expression includes the ability to communicate information and the meaning of ideas to other people. This ability involves knowledge of the meanings and distinctions among words and the way words should be put together to communicate the intended meaning of a message.

#### WRITTEN EXPRESSION

The ability to use English words and sentences in writing so others will understand. Written Expression includes the ability to communicate information and ideas in writing. This ability involves knowledge of the meanings and distinctions among words, strong working knowledge of grammar, and the ability to organize sentences and paragraphs.

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## JOB DESCRIPTION POLICE OFFICER

### CLASSIFICATION – CONTINUED

#### MEMORIZATION

The ability to remember information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. It emphasizes what cognitive psychologists call episodic memory which is the memory for specific events. This can be distinguished from semantic memory which refers to the general knowledge base.

#### PROBLEM SENSIVITY

The ability to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem as well as the elements of the problem.

#### NUMBER FACILITY

This ability involves the degree to which adding, subtracting, multiplying, or dividing can be done quickly and correctly. These procedures can be steps in other operations like finding percents or taking square roots.

#### DEDUCTIVE REASONING

The ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense.

#### INDUCTIVE REASONING

The ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions. This involves the ability to think of possible reasons why things go together. It also includes coming up with a logical explanation for a series of events which seem unrelated.

#### INFORMATION ODERING

The ability to correctly follow a rule or set of rules to arrange things or actions in a certain order. The rule or set of rules to be used must already be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## JOB DESCRIPTION POLICE OFFICER

### CLASSIFICATION – CONTINUED

#### SPEED OF CLOSURE

The ability to quickly make sense of information which initially seems to be without meaning or organization. It involves the degree to which different pieces of information can be combined and organized into one meaningful pattern quickly. The material may be visual or auditory.

#### FLEXIBILITY OF CLOSURE

The ability to identify or detect a known pattern (a figure, word or object) which is hidden in other material. The task is to pick out the pattern you are looking for from the background material.

#### SPATIAL ORIENTATION

The ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you. It involves maintaining directional orientation as in one's bearings with respect to the points of a compass. This ability allows one to keep orientation in a vehicle as it changes location and direction. It helps one from getting disoriented or lost as one moves in a new environment.

#### VISUALIZATION

The ability to imagine how something will look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of what patterns or objects would look like after certain changes such as unfolding or rotation. One has to predict what an object, set of objects or pattern would look like after the changes were carried out.

#### PERCEPTUAL SPEED

This ability involves the degree to which one can compare letters, numbers, objects, pictures or patterns, both quickly and accurately. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered one.

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## JOB DESCRIPTION POLICE OFFICER

### CLASSIFICATION – CONTINUED

#### SELECTIVE ATTENTION

The ability to concentrate on a task without getting distracted. When distraction is present, it is not part of the task being done. This ability also involves concentrating while performing a boring task.

#### TIME SHARING

The ability to shift back and forth between two or more sources of information. The information can be in the form of speech, signals, sounds, touch or other sources.

#### RESPONSE ORIENTATION

The ability to choose between two or more movements quickly and accurately when two or more different signals (light, sounds, pictures, etc.) are given. The ability is concerned with the speed with which the right response can be started with the hand, foot or other parts of the body.

#### ARM-HAND STEADINESS

The ability to keep the hand and arm steady. It includes steadiness while making an arm movement as well as while holding the arm and hand in one position. The ability does not involve speed or strength.

#### MANUAL DEXTERITY

The ability to make skillful, coordinated movements on one hand, a hand together with its arm, or two hands to grasp, place, move or assemble objects like hand tools or blocks. This ability involves the degree to which these arm-hand movements can be carried out quickly. It does not involve moving machine or equipment control or levers.

#### STATIC STRENGTH

The ability to use continuous muscle force to lift, push, pull or carry objects. This ability can involve the hand, arm, back, shoulder or leg. It is the maximum force that one can exert for a brief period of time.

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## JOB DESCRIPTION POLICE OFFICER

### CLASSIFICATION – CONTINUED

#### EXPLOSIVE STRENGTH

The ability to use short bursts of muscle force to propel one's self, as in jumping or sprinting, or to throw objects. It requires gathering energy for bursts of muscular effort.

#### DYNAMIC STRENGTH

The ability to support, hold up or move the body's own weight with the arms, repeatedly or continuously over time. The ability involves the degree to which the arm-shoulder muscles do not "give out" or fatigue when exerted in such repeated or continued movement.

#### TRUNK STRENGTH

This ability involves the degree to which one's stomach and lower back muscles can support part of the body or the position of the legs, repeatedly or continuously over time. The ability involves the degree to which these trunk muscles do not "give out" or fatigue when they are put under such repeated or continuous strain.

#### EXTENT FLEXIBILITY

The ability to bend, stretch, twist or reach out body, arms and/or legs.

#### DYNAMIC FLEXIBILITY

The ability to bend, stretch, twist or reach out with the body, arms and/or legs both quickly and repeatedly.

#### GROSS BODY EQUILIBRIUM

The ability to keep or regain one's body balance or to stay upright when in an unstable position. This does not include balancing objects.

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## JOB DESCRIPTION POLICE OFFICER

### CLASSIFICATION – CONTINUED

#### STAMINA

The ability to exert one's self physically over a period of time without getting winded or out of breath.

#### SOCIAL SENSIVITY

The skill of acting suitably in a social situation, regardless of the exact nature of the social contact. It involves adjusting your behavior to fit the social occasion. It depends on figuring out how other people feel.

#### ORAL FACT FINDING

The ability to uncover the important and relevant information about a problem through conversation, questioning or discussion.

#### RESISTANCE TO PREMATURE JUDGEMENT

The ability to withhold final decision until the important facts have been collected and evaluated.

#### PERSISTENCE

The ability to keep on trying to persuade others despite such factors as fatigue, distractions, boredom and resistance.

#### BEHAVIOR FLEXIBILITY

The ability to adapt one's behavior to changing circumstances when motivated to reach a goal.

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## ESSENTIAL FUNCTIONS OF POLICE OFFICER JOB CLASSIFICATION

The following are functions of the police officer job which a person must be able to properly perform to obtain and maintain employment as a Stafford Police Department Police Officer:

1. Attend work regularly in accordance with agency leave policies,
2. Inspect vehicles for weapons or contraband at the start of the work shift and after each transport of prisoners or other persons,
3. Check the condition of the assigned vehicle and other equipment,
4. Identifies and requests needed repairs to vehicle and other equipment,
5. Communicates using the police radio,
6. Safely operates vehicles and emergency equipment in emergency situations,
7. Informs telecommunications, via radio or other means, of changes at any police scene,
8. Safely operates vehicles under extreme weather conditions and/or unusual road conditions,
9. Patrols and/or checks assigned areas to deter crime and be readily available in case of serious incidents,
10. Deals with mentally or emotionally disturbed persons,
11. Uses street guide/maps to become familiar with area,
12. Distinguishes legal from illegal activities,
13. Responds to calls for police assistance from citizens,
14. Responds to crimes in progress,
15. Investigates suspicious circumstances,
16. Identifies potentially hazardous situations and takes corrective actions,
17. Arrests and/or issues citations to traffic law violators,
18. Mediates domestic and family disputes and takes action according to departmental policies and family violence statutes,
19. Control hostile groups,
20. Uses restraints to subdue resisting persons according to departmental policies and statutes,

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## ESSENTIAL FUNCTIONS OF POLICE OFFICER JOB CLASSIFICATION

21. Conducts frisks and pat-down searches in accordance with departmental policies and within the framework of Terry v Ohio,
22. Makes arrests and uses force in accordance with departmental policies and statutes,
23. Conducts searches of arrested persons,
24. Handcuffs or otherwise restrains arrested persons,
25. Restrains violent or disorderly prisoners,
26. Safely and accurately discharges firearms when necessary,
27. Applies first aid in serious situations,
28. Requests emergency assistance at the scene of an accident or other emergency,
29. Takes precautions to prevent additional accidents at any police scene,
30. Administer or assists with cardio-pulmonary resuscitation,
31. Removes hazards from roadways,
32. Reports hazardous roadway conditions and defective traffic control devices,
33. Evacuates areas endangered by explosive or toxic substances,
34. Makes lawful arrests without warrants,
35. Makes lawful arrests with warrants,
36. Completes prisoner booking process in accordance with departmental policies,
37. Guards arrested persons outside secured detention facilities,
38. Searches persons, premises, autos, or property with consent or incident to arrest,
39. Searches persons, premises, autos, or property authorized by warrant,
40. Searches persons, premises, autos or property based on probable cause,
41. Conducts preliminary investigations on criminal offenses,
42. Conducts follow-up investigations as directed by supervisory personnel,
43. Prepares complete and understandable reports on criminal offenses and other incidents,
44. Apprehends and processes juvenile offenders,

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## ESSENTIAL FUNCTIONS OF POLICE OFFICER JOB CLASSIFICATION

45. Participates in firearms training,
46. Maintains clean and functional service weapons,
47. Prepares for and testifies in courts,
48. Attends and satisfactorily completes required in-service training,
49. Advises property owners or inhabitants of potentially dangerous conditions,
50. Provides intelligence information on known or suspected offenders to appropriate agency divisions or other agencies,
51. Conducts surveillance of individuals or groups to prevent or suppress criminal activity,
52. Assists emergency medical personnel with sick or injured persons,
53. Safely assists hazardous material team at scene of toxic spill,
54. Assists fire personnel at scene of fire,
55. Distinguishes between hazardous and non-hazardous situations, and
56. Reads, understands and complies with all security and safety regulations.

## POLICE OFFICER CLASSIFICATION – SPECIALIZED UNITS

UNIT	ADDITIONAL REQUIREMENTS
School Resource Officer	Position Specific Training
Warrant Officer	Position Specific Training
Patrol Investigator SCU / Operation	Position Specific Training
Community Liaison	Position Specific Training

## MARGINAL FUNCTIONS

The Stafford Police Department Police Officer is assigned to single officer units; therefore, all functions are essential and there are no marginal functions.

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## **JOB DESCRIPTION**

### **DETECTIVE CLASSIFICATION**

#### **POSITION STATEMENT**

A Stafford Police Department Detective must possess all the abilities outlined in the Stafford Police Department Police Officer Classification job description and be able to perform all the essential functions outlined in that job description as well as the essential functions of the Detective Classification.

Duty assignment as a Stafford Police Department Detective will primarily be to the criminal investigations section. On occasion a Detective may be assigned to work in a patrol function as deemed necessary by the Chief of Police.

#### **ENTRY LEVEL REQUIREMENTS**

- Licensed as a Texas Peace Officer,
- Three years experience as a police officer, and
- Possess above average oral and written communications skills.

#### **WORK ENVIRONMENT**

The working environment generally consists of working in an air-conditioned building with frequent interruptions and contact with irate and/or irrational persons, or working outdoors in an air-conditioned vehicle but frequently exposed to intense or inadequate lighting, disruptive and extreme noise, extreme temperatures, dust/dirt, and constant exposure to hazards and accidents.

Working hours generally consist of office hours, some afterhours work may be required, holidays, on-call status and special events.

#### **SUPERVISION RECEIVED AND EXERCISED**

A Stafford Police Department Detective shall receive direct supervision from a section Lieutenant and additional supervision from Sergeants and management personnel.

A detective shall supervise police officers as directed by his/her section lieutenant and shall supervise all personnel at a crime scene or incident until properly relieved by a lieutenant or specialized personnel as outlined in departmental policies.

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## ESSENTIAL FUNCTIONS

### DETECTIVE

1. Review all offense and incident reports daily,
2. Conduct interviews of persons involved in crimes and incidents,
3. Obtain written statements from persons involved in crimes and incidents,
4. Process crime scenes for evidence,
5. Conduct interviews and obtains statements from juveniles,
6. Prepare preliminary and follow-up investigation reports,
7. Conduct follow-up investigations,
8. Coordinate investigative activities with patrol division and other agencies,
9. Conduct investigative surveillance,
10. Collect and submit evidence for analysis,
11. Present cases to district attorney intake divisions,
12. Prepare affidavits for search/arrest warrants,
13. Field test substances suspected of being illegal drugs,
14. Present specialized court testimony,
15. Maintain juvenile records in accordance with policies and statutes,
16. Maintain assigned vehicles and equipment,
17. Research computerized records, and
18. Prepare periodic reports as directed by division sergeant.

## MARGINAL FUNCTIONS

### DETECTIVE

The Stafford Police Department Detective position is assigned to single officer units; therefore, all functions are essential and there are no marginal functions.

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## JOB DESCRIPTION

### SERGEANT CLASSIFICATION

#### POSITION STATEMENT

A Stafford Police Department Sergeant must possess all the abilities outlined in the Stafford Police Department Police Officer Classification job description and be able to perform all the essential functions outlined in that job description as well as the essential functions of the Sergeant Classification.

Duty assignment as a Stafford Police Department Sergeant may be to a patrol supervisory assignment, criminal investigations or community resource coordinator. Assignment to a specific sergeant position is at the discretion of the Chief of Police and any sergeant may be reassigned to any sergeant position as deemed appropriate by the Chief of Police.

#### ENTRY LEVEL REQUIREMENTS

- Licensed as a Texas Peace Officer,
- Three years experience as a police officer,
- Above average oral and written communications skills, and
- Completion of T.C.O.L.E. First Line Supervisor's Course within twelve months after promotion to Sergeant.

#### WORK ENVIRONMENT

The working environment generally consists of working in an air-conditioned building with frequent interruptions and contact with irate and/or irrational persons, or working outdoors in an air-conditioned vehicle but frequently exposed to intense or inadequate lighting, disruptive and extreme noise, extreme temperatures, dust/dirt, and constant exposure to hazards and accidents.

Working hours might consist of any patrol shift, day time, weekend duty, holidays, on-call status and special events.

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## JOB DESCRIPTION

### SERGEANT CLASSIFICATION – CONTINUED

#### SUPERVISION RECEIVED AND EXERCISED

A Stafford Police Department Sergeant shall receive direct supervision from a lieutenant and additional supervision from higher level police supervisory and management personnel.

A sergeant shall supervise police officers as directed by his/her lieutenant and shall supervise all personnel at a crime scene or incident until properly relieved by a lieutenant or specialized personnel as outlined in departmental policies.

#### ABILITIES REQUIRED FOR SERGEANT CLASSIFICATION

A Stafford Police Department Sergeant shall possess all the abilities required in the Police Officer Classification as well as above average oral and written communications skills.

#### ESSENTIAL FUNCTIONS SERGEANT CLASSIFICATION

The essential functions of the Sergeant Classification are divided into three assignment sections. A Stafford Police Department Sergeant must be able to properly perform all the essential functions required of any assignment to patrol supervision, criminal investigations or community resources coordination.

#### ESSENTIAL FUNCTIONS PATROL ASSIGNMENT

1. Conduct shift briefings at beginning of shift,
2. Assign officers to special patrol duties as needed,
3. Conduct in-service training as directed by Lieutenant,
4. Observe and evaluate police officer job performance,
5. Insure all personnel comply with laws and regulations,
6. Insure police officers comply with departmental policies,
7. Maintain officer time records as directed by the lieutenant,
8. Approve/disapprove officer time off in the lieutenant's absence,

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

9. Maintain shift schedule to insure sufficient coverage,
10. Supervise and assist officers at crime and incident scenes,
11. Inspect officer's vehicles and equipment,
12. Check officer's paperwork for completeness and accuracy,
13. Coordinate police activities with other agencies,
14. Coordinate activities with other departmental divisions,
15. Receive and process citizen complaints against any department member,
16. Compile and maintain statistical records as directed by the Lieutenant,
17. Keep Lieutenant informed of all aspects of shift activity,
18. Call additional or specialized personnel to scene as needed,
19. Stay informed of all shift activity,
20. Attend supervisory meetings as scheduled,
21. Delegate authority and responsibility as directed by departmental policies and procedures, and
22. Good working knowledge of computer programs and Microsoft applications.

## MARGINAL FUNCTIONS

The Stafford Police Department Sergeant position is assigned to single officer units; therefore, all functions are essential and there are no marginal functions.

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## **JOB DESCRIPTION**

### **LIEUTENANT CLASSIFICATION**

#### **POSITION STATEMENT**

A Stafford Police Department Lieutenant must be able to properly perform all the essential functions as outlined in the Police Officer Classification job description as well as the essential functions of the sergeant position.

Duty assignment as a Stafford Police Lieutenant shall be to administer the day-to-day operations of any of the sections or patrol shifts within the Department. Assignment to a specific section or shift is at the discretion of the Chief of Police and any lieutenant may be reassigned as deemed appropriate by the Chief of Police.

#### **ENTRY LEVEL REQUIREMENTS**

- Have a minimum of five years police experience, and
- Possess at least an Intermediate Certificate from T.C.O.L.E.

#### **WORK ENVIRONMENT**

The working environment, for the most part, consists of working in an air-conditioned building with frequent disruption, or working outdoors in an air-conditioned vehicle but frequently subject to intense or inadequate lighting, disruptive and extreme noise, extreme temperatures, dust/dirt, and constant exposure to hazards and accidents.

Duty assignment may be to any section and/or schedule within the Department, including days, evenings, nights, on-call, call-out and special events.

#### **SUPERVISION RECEIVED AND EXERCISED**

The Stafford Police Department Lieutenant shall receive direct supervision from the division captain and secondary supervision from the Assistant Chief of Police. Lieutenants shall supervise all subordinate members assigned to his/her shift or division and shall exercise supplemental supervision to other departmental personnel as deemed necessary and authorized by policy.

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## JOB DESCRIPTION

### LIEUTENANT CLASSIFICATION - CONTINUED

#### ABILITIES REQUIRED

A Stafford Police Department Lieutenant must possess all the abilities outlined in the Stafford Police Department Police Officer Classification job description as well as possess and maintain above average oral and written communications skills.

#### ESSENTIAL FUNCTIONS

A Stafford Police Department lieutenant must be able to properly perform all the essential functions of the Police Officer Classification as well as the following essential functions:

1. Conduct briefings of shift/section personnel,
2. Assign special duties as needed utilizing good personnel and time management practices,
3. Conduct in-service training,
4. Observe and evaluate subordinate job performance,
5. Insure all personnel comply with laws and regulations,
6. Insure subordinate compliance with departmental policies,
7. Maintain subordinate's time records,
8. Approve/disapprove time-off requests,
9. Maintain personnel schedule to insure sufficient shift/section coverage,
10. Supervise and assist personnel at crime and incident scenes,
11. Approve and schedule specialized training for subordinates,
12. Inspect subordinate's vehicles and equipment,
13. Check subordinate's reports and paperwork for completeness and accuracy,
14. Coordinate shift/section activities with other shifts, divisions and agencies,
15. Receive and process citizen's complaints against department personnel,
16. Investigate citizen's complaints as directed,
17. Research, compile and submit periodic reports as directed,

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

18. Keep administrative personnel advised of shift/section activities,
19. Be available for on-call status as directed,
20. Determine need and call for specialized personnel to crime and/or incident scenes,
21. Stay informed on all shift/section activities,
22. Attend supervisory meetings as directed, and
23. Delegate authority and responsibility as directed by policy and departmental needs.

## MARGINAL FUNCTIONS

The Stafford Police Department Lieutenant position is assigned to single lieutenant units; therefore, all functions are essential and there are no marginal functions.

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## **JOB DESCRIPTION**

### **POLICE CAPTAIN**

#### **POSITION STATEMENT**

The Stafford Police Department Captain will supervise the personnel and equipment assigned to either the Support or Operations Division. The primary job of the captain is of an administrative nature with emphasis on such activities as operational organization and problem solving, personnel and resource allocation, identifying training needs, and the development of policies and procedures.

The captain must be able to perform all the essential functions outlined in the job description for lieutenant and sergeant.

#### **ENTRY LEVEL REQUIREMENTS**

- Have a minimum of seven years police experience with at least three years in a supervisory position,
- Have an Associate's Degree or sixty plus college credit hours, and
- Have an Advanced T.C.O.L.E. Certificate.

#### **WORK ENVIRONMENT**

The working environment, for the most part, consists of working in an air-conditioned building with frequent disruption, or working in an air-conditioned vehicle but frequently subject to intense or inadequate lighting, disruptive noise, extreme temperatures, dust/dirt, and constant exposure to hazards and accidents.

The captain will be required to work a varying schedule to include all patrol shift hours and days of the week when assigned to the operations division. The captain assigned to the Support Division will be required to work varying schedule to include all communications shift hours. Both positions are on call.

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## JOB DESCRIPTION

### CAPTAIN CLASSIFICATION - CONTINUED

#### SUPERVISION RECEIVED AND EXERCISED

The captain will receive direct supervision from the Chief of Police and the Assistant Chief of Police and shall report directly to the Assistant Chief of Police.

The captain assigned to operations will directly supervise all patrol lieutenants and indirectly supervise all patrol division sergeants and officers. The captain shall also exercise supplemental supervision to other departmental personnel as deemed necessary and authorized by policy. The captain assigned to Support Division will supervise Criminal Investigations and the Director of Communications.

#### ABILITIES REQUIRED

The captain must possess all the abilities outlined in the job descriptions for police officer, sergeant and lieutenant. In addition, the captain must possess above average oral and written communications skills.

#### ESSENTIAL JOB FUNCTIONS

1. Assign specific duty areas for subordinate supervisory personnel to include authority, responsibility and accountability standards;
2. Directly supervise subordinates;
3. Develop policies and procedures for the patrol division;
4. Ensure policy compliance by subordinate personnel;
5. Develop operational plans;
6. Develop budget proposals;
7. Prepare administrative reports;
8. Participate in disciplinary proceedings as directed;
9. Conduct supervisory meetings;
10. Conduct and/or coordinate needed training;
11. Review and update patrol policies and procedures as needed;

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

12. Supervise specialized units;
13. Keep administration informed of all aspects of the division operations; and,
14. Perform all other duties as directed by the Chief of Police.

## MARGINAL FUNCTIONS

There are no marginal functions in the Patrol Captain Classification.

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## JOB DESCRIPTION

### ASSISTANT CHIEF OF POLICE

#### POSITION STATEMENT

The Stafford Police Department Assistant Chief of Police is under the general direction of the Police Chief. The Assistant Chief assists in the direction of the operation of activities within the Police Department through administrative authority and supervision of assigned field and staff functions. This position requires the exercise of independent judgment in the performance of the duties of the office. Duties include directing and / or guiding departmental, managerial and operational staff toward achieving established goals and objectives. Work is performed with considerable discretion and latitude in the conduct of police operations. Work is reviewed through conferences, reports and observations of results obtained. The Assistant Chief assumes the duties of the Police Chief in his / her absence. Performs other work as assigned by the Chief of Police.

The Assistant Chief must be able to perform all the essential functions outlined in the job description for Captain, Lieutenant and Sergeant.

#### Qualifications

1. Must be a T.C.O.L.E. licensed Texas Peace Officer with a Master Peace Officer Certification,
2. Possess a Bachelor's Degree from an accredited institution and five (5) years law enforcement supervisory / management experience or possess an Associate Degree or sixty (60) credit hours from an accredited college or university institution and ten (10) years law enforcement supervisory / management experience,
3. Possess a valid Texas Operators License, and
4. Possess the abilities to perform the essential functions of a Stafford Police Officer as outlined in the Stafford Police Officer Job Description.

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## JOB DESCRIPTION

### ASSISTANT CHIEF CLASSIFICATION - CONTINUED

#### Essential Job Functions

1. Assists in departmental planning and in the development of a broad outline of the work to be done in the allocation of personnel to divisions and shifts; assists in ensuring the consistency of the departmental goals and objectives as set by the Chief of Police,
2. Assists in the establishment of formal lines of authority; enforces rules and regulations; carries out policy and procedures,
3. Assists in the function of departmental staffing and identifies departmental staffing needs,
4. Communicates general and specific departmental rules, regulations, policies and procedures. Oversees procedure for maintaining discipline records; reviews and resolves major operational deficiencies and conflicts; supervises department assignments,
5. Maintains continuous liaison with other department heads, city staff, and various outside agencies,
6. Collects and evaluates daily or periodic crime data and statistics; writes monthly and other periodic crime reports,
7. Interprets new laws and ordinances; supervises and oversees training of staff in new techniques and brief's on special problems or important changes in regulations and procedures,
8. Responds to a variety of operational and administrative questions and inquires from various sources; prepares a variety of regular and special reports, rules and regulations, and operational procedures,
9. Plans and prepares the department budget for the Chief of Police's final review and submission to City Council, and
10. Effectively supervises and recommends the hiring, discharge, evaluation assignment, discipline and adjustment of grievances of subordinate employees.

(NOTE: The duties listed above are intended as illustrations of the various types of work performed by the Assistant Chief of Police and are not limited to these duties. Other duties may be assigned as deemed necessary by the Chief of Police.)

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## **DIRECTOR OF EMERGENCY SERVICES**

### **AND**

## **CHIEF OF POLICE**

### **POSITION STATEMENT**

The Director of Emergency Services and Chief of Police is under the administrative direction of the Mayor and City Council. Responsible for the effective management of the Police Department, Fire Department, Emergency Management, Fire Marshall's Office and the Humane Department. The Director of Emergency Services oversees all departments listed and works with the Fire Chief, Emergency Management Coordinator, Fire Marshall and the Humane Officer to ensure that all City Policies and Procedures are followed. The Director reviews and approves all department policies and procedures and assists in the creation of each department's yearly budget. All expenditures from each department must be approved by the Director.

The Director is also the Chief of Police and is responsible for planning, organizing, staffing, directing and controlling the police services for the City. The Chief directs departmental managerial and operational staff towards achieving established goals and objectives. Work is performed with considerable discretion and latitude in interpreting and applying policies, rules and regulations.

#### Qualifications

1. Must be a T.C.O.L.E. licensed Texas Peace Officer with a Master Peace Officer Certification,
2. Possess a Bachelor's Degree from an accredited institution and five (5) years law enforcement supervisory / management experience or possess an Associate Degree or sixty (60) credit hours from an accredited college or university institution and ten (10) years law enforcement supervisory / management experience,
3. Possess a valid Texas Operators License,
4. Possess the abilities to perform the essential functions of a Stafford Police Officer as outlined in the Stafford Police Officer Job Description,
5. Must have at least two years of experience in a senior level law enforcement capacity, and
6. Any other qualifications that the Mayor and City Council may require.

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## JOB DESCRIPTION

### DIRECTOR OF EMERGENCY SERVICES

### AND CHIEF CLASSIFICATION - CONTINUED

#### Essential Job Functions

1. Performs and / or oversees departmental planning; develops the broad outline of the work to be done; establishes methods for accomplishing departmental objectives; ensures that departmental goals and objectives are consistent and compatible with goals and objectives set by the City,
2. Organizes the department to meet established goals and objectives; establishes formal lines of authority; establishes and maintains work groups to meet defined objectives,
3. Oversees the function of departmental staffing; identifies and documents departmental staffing needs; develops request and or proposals for additional staff,
4. Maintains continuous liaison with other department heads, city staff, and various outside agencies,
5. Oversees and administrates the department's budget; establishes controls and manages expenditures,
6. Interacts with the community on behalf of the department and the City; prepares and delivers speeches, lectures and presentations; represents the department and the City before various city and county boards, commissions and committees; responds to public inquiries and resolves complaints, and
7. Effectively supervises and recommends the hiring, discharge, evaluation assignment, discipline and adjustment of grievances of subordinate employees.

(NOTE: The duties listed above are intended as illustrations of the various types of work performed by the Chief of Police and are not limited to these duties. Other duties may be assigned as deemed necessary by the Mayor and City Council)

# STAFFORD POLICE DEPARTMENT CLASSIFICATION AND SALARY SYSTEM

## JOB DESCRIPTION

### DIRECTOR OF EMERGENCY SERVICES AND CHIEF CLASSIFICATION - CONTINUED

#### Knowledge, Abilities and Skills

1. Principles, practices, and techniques of modern law enforcement,
2. Community geography and demographics,
3. Principles and practices of organization, management, budget development and personnel administration,
4. Federal, state, and local laws and ordinances that affect or are enforced by the police department,
5. Plan, evaluate, assign and coordinate activities performed by the police department,
6. Motivate, manage and supervise employees with varying levels of education and work experience,
7. Establish and maintain effective working relationships with City Administration, other city departments, public agencies, the news media and the general public,
8. Speak effectively and comfortably to large groups of people,
9. React calmly and quickly in emergency situations, and
10. Analyze complex managerial and administrative problems, formulate solutions and take independent unilateral action.