



CITY OF INGLESIDE JOB DESCRIPTION

Warrant Officer

Department:	Police
FLSA Status:	Non-Exempt
Effective Date:	02/24/2020
Pay Grade:	10+

POSITION SUMMARY

Performs intermediate technical work ensuring courtroom security, enforcing courtroom rules and regulations, transporting prisoners and responsible detailed investigations on individuals with outstanding City of Ingleside warrants, as well as those with misdemeanor and felony warrants issued by County, State or Federal authorities, and related work as apparent or assigned. Work is performed under the limited supervision of the Police Captain.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures safety of judge and individuals in the courtroom through observation of behavior
- Enforces courtroom rules and regulations
- Escorts prisoners to/from holding cells
- Transports prisoners to/from court when required
- Searches courtroom for weapons or objects that may cause harm to Judges and/or court attendees
- Screens all entrants to court using a metal detector
- Serves subpoenas, warrants, orders of arrest, and other official court papers as required
- Responds and carries out Orders of the Judge
- Monitors building, courtroom, holding cells, parking lot, hallways, and exits.
- Assists with transfer of files to and from the Courtroom
- Prepares forms, memo, letters, work orders, and security assessments
- Communicates with the public, suspects, other City employees, management, public officials, and personnel from various agencies to verify or obtain information and conduct investigations.
- May testify in court. Instructs and trains others assigned to work in the Warrants detail on how to run warrant checks. Prepares written documents which may include initial and supplemental police reports, statistical reports, information bulletins for dissemination, teletypes, forms, and correspondence to individuals or agencies with clearly organized thoughts using proper sentence structure, punctuation, and grammar.
- Reviews the work products of others to ensure compliance with federal, state, and county regulations and laws, and departmental policies/procedures.
- Searches, controls, and handcuffs prisoners for transport to and from jail.

- Operates a variety of standard office equipment including a: personal computer (PC), copy machine, and facsimile machine. Enters data into a PC to update, maintain, retrieve, and locate information on wanted subjects and check entered warrants.
- Sorts, files, and distributes reports and mail.
- Performs physical inventories of supplies and equipment.
- Coordinates work activities with other police divisions, other City departments, and outside agencies.
- Conducts research and analyzes data from police reports and criminal history checks.
- Comprehends and makes inferences from written material including police reports, bulletins, and intelligence information. Learns job-related material through on-the-job training and in a classroom setting.
- Complete assigned health and safety courses to create a safe work environment

SUPERVISION RECEIVED AND EXERCISED

- Limited Supervision
- Under the direction of the Police Captain

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education – High School / GED

Experience – Moderate Experience in Law Enforcement

License or Certificate –Valid Texas driver’s license

Must meet and maintain all

department, State and Federal training and education requirements for position

Special Requirements - Possession of Texas commission on Law Enforcement (TCOLE) Intermediate Peace Officer certification upon hire

Possess or obtains Texas commission on Law Enforcement (TCOLE) Court Security Specialist Certification within one year

Required Education	High School / GED
Required Experience	Moderate Experience
Combination OK?	Yes

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- General knowledge of courtroom security methods, practices, and procedures
- General knowledge of courtroom rules and regulations
- Skill in the use of firearms and the operation of motor vehicles
- Operates a variety of standard office equipment including a: personal computer (PC), copy machine, and facsimile machine. Enters data into a PC to update, maintain, retrieve, and locate information on wanted subjects and check entered warrants.
- Ability to understand and carry out oral and written instructions and to prepare clear comprehensive reports
- Ability to solve problems within scope of responsibility
- Ability to deal courteously but firmly with the public
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action
- Possession of physical agility and endurance

Admin.	Memos, Letters, and reports
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- Ability to establish and maintain effective working relationships with associates, court personnel, inmates, and the public.

PHYSICAL DEMANDS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force
- work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, walking and repetitive motions and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting
- work has standard vision requirements
- vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly
- hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound
- work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities
- work occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment
- work is generally in a moderately noisy location (e.g. business office, light traffic).

Weight	10-50 lbs.
Environment	Mod. noisy
Physical Activity	Moderate

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date