

Job Description – City of Burleson

Job Title: Police Officer/Public Safety Recruit
 Department: Police Department
 Reports to: Sergeant
 Pay Grade: PO/PSR
 FLSA Category: Non-Exempt
 Schedule: 40 hours per week; schedule to be determined
 Date Revised: August 5, 2019

PRIMARY DUTY:

Responsible for the performance of routine preventive patrol, law enforcement, traffic enforcement and control and other related law enforcement duties as needed. This position is assigned mainly to Patrol, but may be assigned to Detective as necessary.

ESSENTIAL DUTIES:

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs);
 H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs)].

Strength Exerted	Description of Job Duties
L-VH	Respond to citizen calls for assistance and take appropriate action.
S-L	Enforce appropriate State and Federal laws and City ordinances.
S	Complete all reports and paperwork promptly, legibly, accurately, thoroughly, neatly and with correct grammar and spelling.
L	Conduct accurate, thorough and complete investigations.
L	Question witnesses, complainants, victims and suspects and take statements and affidavits.
L-VH	Demonstrate competent weapons proficiency; shoot a pistol, rifle or shotgun; discharge pepper spray canister; ASP baton; clean and maintain weapon.
S	Appear and testify in court and before juries as scheduled or requested.
S	Recognize, identify and preserve crime scenes. Tag and log evidence.
L-VH	Serve warrants and make arrests.
L-VH	Perform defensive and/or other hand-to-hand combat tactics.
L-VH	Pursue and apprehend suspects.
S-L	Perform police community relations activities.
S-VH	Share information and work with other law enforcement agencies as directed.
L-VH	Perform follow up investigation as needed.
	Other duties as assigned.
	Regular scheduled attendance at the work site is required.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibility.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic math to calculate speeding violations, elapsed time and accident reconstruction.
- Knowledge of local, state and federal criminal laws; laws relevant to police conduct; human behavior and motivation; techniques of self-defense; current police methods and practices.
- Knowledge of basic computers.
- Ability to read and understand reports, memos, manuals, policies, rules, regulations, laws, ordinances and statutes.
- Ability to write accurate, thorough and complete reports.
- Ability to develop and maintain good working relationships with citizens and other officers.
- Ability to use reasoning to make timely, accurate decisions in a variety of circumstances.

- Ability to exert force as needed to intervene in conflict situations or subdue suspects.
- Ability to be available for call back after hours and provide necessary personal contact phone numbers. This will require allowing personal contact numbers to be listed with a third party notification system.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent and a minimum of 30 semester hours of college in a related field at an accredited college/university or two years TCOLE experience as a paid full time officer in the state of Texas.

CERTIFICATES AND LICENSES REQUIRED:

- TCOLE certification for Police Officer.
- Valid Class C Texas driver’s license with a good driving record.

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 blood or other bodily fluids when at the scene of an accident or crime. Exposure to extreme weather, smoke from fires, hazardous materials from traffic accidents and potentially dangerous pursuit situations.

TOOLS AND EQUIPMENT USED:

Patrol vehicle and attached equipment, two-way radio, handgun, shotgun, rifle, ammunition, handcuffs, body armor, video camera, radar equipment, computer, flashlight, cones, pepper spray, flares, ASP baton, mobile and land line phones, copier, citation book, report forms, fire extinguishers, Taser and intoxilizer.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

Physical Demand	Frequency	Description of demand
Standing/Walking	F	To talk to suspects; question witnesses at a scene; give citations; communicate with other officers and staff; check crime scenes; take firearms test; conduct training sessions; walk on rough terrain, rock or uneven ground, concrete, asphalt or areas presenting obstacles; directing traffic at accident scene or controlling crime scene
Running	R	To apprehend suspects who are attempting to flee or to respond to victims of accidents, crime, etc.
Sitting	C	Primary work position; to drive a patrol car, attend and conduct meetings, perform miscellaneous tasks, work at a desk, appear in court; do surveillance work.
Lifting/Carrying	F	Various objects including recovered property such as televisions (50-100 lbs); gun belt, extra ammunition, a radio and handcuffs (approx. 8 lbs) around waist for 10-hour shift; occasionally move victim at the scene of an accident or to assist elderly or disable persons who have fallen in their homes or elsewhere (may be over 100 lbs. and 5 to 50 feet); transporting various materials/supplies to various programs.
Pushing/Pulling	O	To move vehicles off the road; pull victims from accident scene; push open doors or windows, move obstacles.
Reaching	O	Varying distances to open or crawl through windows; at times to reach into vehicles to assist accident victims.

Fine Dexterity/Handling	F	To restrain suspects; use firearms, file, radio, recover property, change tires, do paperwork; make phone calls; gather, perform tests on and examine evidence; operate computer, copier and other equipment; possibly to do composite sketches, handcuffing and handling and weighing narcotics.
Crouching/Crawling /Kneeling/Twisting	O	The nature of police work is such that all types of body positions are assumed to varying degrees. Depending on the shift worked and the nature of the calls, the officer may be required to assume positions of kneeling, crouching, crawling, bending or twisting in order to: Pursue and apprehend a suspect in a narrow, small or cramped space; Handcuff or restrain a suspect who is attempting to flee, particularly a suspect who has to be taken to the ground and searched; Maneuver around, through or under various kinds of obstacles; Assist an elderly or disabled person onto a bed or chair from the floor; Assist at the scene of an accident; Extract an accident victim from a vehicle; Move vehicles or assist stranded motorists; Collect evidence; Access materials stored in low file cabinets or shelves; Surveillance work; Get to children's eye level when working with D.A.R.E. and other youth programs; Twisting to observe area while in vehicle.
Climbing/Balancing	O	To climb onto roofs; stairs in apartment complexes or other buildings; ladders to apprehend a suspect or assist in rescue; jump or climb over fences or other obstacles in a chase.
Vision	C	Correctable to detect normal hazards encountered (i.e. driving, and recognizing potentially dangerous situations); visual discrimination required to distinguish and identify suspect's clothing, features; license plates, etc.; read documents; write; conduct investigations; examine evidence; qualify with firearms.
Hearing/Talking	C	To communicate with other officers, other agency representatives; suspects and the public.
Foot Controls	F	To operate vehicle.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

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| F_time pressures | O_emergency situations |
| O_irregular schedule | O_danger/physical abuse |
| F_frequent change of task | O_noisy/distracting environment |
| F_tedious exacting work situation | F_working closely with others as part of a team |
| F_performing multiple tasks simultaneously | other: _____ |

- Applicant Notes:**
- Regular and reliable attendance is required of all employees.
 - Pre-employment drug screens required and substance abuse policy enforced.
 - The City of Burleson is an at-will employer.
 - 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.
 - **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.