



City of Oak Point Job Description

JOB TITLE: Police Officer (non-cross trained) **STARTING SALARY:** Up to \$55,250 annually
(based on a 2,223 annual work schedule)

DEPARTMENT: Department of Public Safety

FLSA STATUS: Non-exempt **EFFECTIVE DATE:** February 5, 2019

JOB SUMMARY

The Police Officer rank of the Oak Point Department of Public Safety is divided into three advancement ranks: Police Officer I, II and PSO. A Police Officer I is a probationary officer who automatically advances to Police Officer II upon successful completion of his/her probationary period. Normally, when a police recruit completes the hiring phase, then he/she is assigned to a Field Training Officer and is considered a probationary officer. After successful completion of the "FTO Phase" a Probationary Police Officer is assigned to a general shift. **This is not a cross trained position and does not require EMT or Fire Certification.**

In the City of Oak Point, police work is general and varied duty work in the protection of life and property through the enforcement of laws and city ordinances. Work involves the responsibility for performing routine police assignments that are received from police officers of superior rank. Work normally consists of patrol, preliminary investigation, traffic regulation, and reporting duties on an assigned shift which can involve an element of personal danger.

Employees may receive special assignments which call upon specialized abilities and knowledge usually acquired through experience and training as a uniformed officer. In addition, a Police Officer may be required to assist other personnel of the police department in conducting interrogations, searches, and related duties as assigned.

SUPERVISION RECEIVED

Employees must be able to act without direct supervision and to exercise proper independent judgment in meeting emergencies. At times a supervisor will be on-scene making personal inspection/observation, other times instruction and training are received after the fact from a police supervisor who reviews work methods and results through reports, observation of an officers in-car video tapes and discussion with other supervisors. In the chain of command this position reports to, and is under the direction and supervision of, the Director of Public Safety. This person will perform such duties and positions as delegated and function under the guidelines and directives of the Director of Public Safety, and in his absence the Public Safety Sergeant, obeying all City, State, and Federal laws, and department policies and procedures.

SUPERVISION EXERCISED

None.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following list of duties serves as only a representative summary of the primary duties and responsibilities. The list is **NOT** intended to serve as a comprehensive list of all duties performed by the employee(s) in this classification. The employee should be able to perform all duties listed. Employees may not be required to perform all duties listed and may be required to perform additional, position-specific duties, as assigned.*

(Any one position may not include all duties included, nor do listed examples include all duties that may be found in positions of this class.)

- Consistently promote a professional image of the Department during performance of all duties. Exercises good personal hygiene and is dressed in required uniform cleanly and neatly.

- Understand the Mission and Goals of the department and continually work to promote and achieve them

- Attends work on a regular, punctual and dependable basis and is mentally prepared to work.

- Understand and follow detailed oral and written instructions of supervisors.
- Clearly and concisely communicate, both verbally and in writing, information necessary to successfully conduct all duties and responsibilities.
- Maintain awareness of, and compliance with, all rules, policies and procedures of the Department and City
- Patrol a designated area of the city to preserve law and order, to prevent and/or discover the commission of a crime, and to enforce traffic and parking regulations.
- Answers calls and complaints involving city ordinances, misdemeanor and felony offenses.
- At crime scenes call for medical assistance, conduct preliminary investigations, gather evidence, obtain witness statements, and makes arrests; testify as a witness in court.
- Interviews persons with complaints and inquiries and attempts to make the proper disposition or directs them to proper personnel.
- Performs traffic enforcement; issues citations, directs traffic; participates in escorting funerals and other general traffic flow related duties.
- Conducts accident investigations, calls for medical assistance for injured, taking safeguards to prevent further accidents; interviews principals and witnesses, taking written statements from drivers, witnesses; examines vehicles and roadways, observing traffic control devices and obstruction to their view; takes necessary street measurements; clears the scene of obstructions and wreckage.
- Transports prisoners to jail; insures that prisoners are properly guarded
- Acts as custodian of personal property and evidence being held for court presentation when they are testifying; establishes initial records of property, evidence, and automobiles to be held or impounded.
- When assigned, participates in training activities.
- When assigned, investigates crimes; searches for and preserves evidence; questions suspects and witnesses; checks pawn shops; maintains surveillance over persons and places suspected of vice operations.
- (Female Officers) Assists in the interrogation and investigations involving female prisoners and searches female prisoners and assists other police officers in situations involving female persons.
- If necessary conducts female prisoners to and from jail, to courtroom, hospitals, or elsewhere.

- Maintain a current awareness of all streets, roads, and address systems within the department's jurisdiction.
- Maintain all department and state required certifications and training requirements.
- Must be willing to participate and complete assigned or required training.
- Establish personal goals and objectives and work to the fulfillment of them.
- Performs other related police duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Candidates must currently hold a valid "Peace Officer License" thru TCOLE and meet all required mandates to hold such license. Candidates must also meet the following requirements;

- Possess a valid Texas Driver's License without restrictions except "A",
- A citizen of the United States,
- A minimum of 21 years of age.
- Have the ability to read, write and comprehend the English language at or above the 12th grade level.
- Good common sense and emotional maturity.
- Must be able to follow written and oral instructions.

Applicants are required to submit to a complete personal history statement (including prior history of arrests, drug and alcohol use, financial status, etc.). A polygraph examination and/or physical examination may be required prior to employment.

Necessary Skills and Knowledge:

- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to analyze situations quickly and objectively, and to determine proper course of action to be taken and take that action.
- Must possess the ability to gain and maintain compliance in a verbal and if required a non-verbal manner.
- Ability to understand and carry out oral and written instructions.
- Ability to spell, write and speak effectively.
- Ability to work with minimum supervision.
- Ability to develop skill in the use and care of firearms.
- Ability and willingness to cooperate with other police officers.
- Ability and willingness to learn and increase skill in police work.

SPECIAL REQUIREMENTS (Police Officer)

- Possess a valid Texas Class "C" driver's license.
- Must be bondable.
- Must pass an extensive pre-employment back-ground investigation and drug screening test.
- Applicants must successfully pass a written, physical and oral and drug screen examination prior to a conditional offer of employment. A physical ability and psychological series of exams may be required and if so passed with acceptable results. Polygraph examinations may be required at the discretion of the Director of Public Safety.

PHYSICAL DEMANDS:

The physical demands described below are representative, but not inclusive, of those that must be met by an employee to successfully perform the essential functions of this job. This position requires work in a variety of locations and conditions and emergency scenes of every type.

- Must be able to meet the demands of the position. A minimum qualification standard is unrestrictive mobility.
- Strenuous physical activity under extreme adverse conditions.
- Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to sixty (60) pounds frequently.
- Requires standing, walking, stooping/bending, lifting, crawling, jumping, sliding, climbing, and repetitive motion.
- Requires sitting or driving in an automobile for extended periods of time.
- Work is performed in all weather conditions and in extreme temperatures below twenty degrees (20°) Fahrenheit and in excess of one hundred degrees (100°) Fahrenheit.
- Work is performed under hazardous and adverse conditions, including but not limited to, slippery/uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places and confined spaces.
- Work may result in exposure to smoke, gases, chemicals, fumes, odors, mists and dusts, narcotics, animals, which can affect the officer's general safety or respiratory system or skin.
- Work may result in exposure to high noise levels.
- This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
- This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

WORKING ENVIRONMENT:

This position is not cross trained and will perform police duties only. The Department of Public Safety operates in an evolving work environment responding to police, fire, and EMS calls and emergency situations. Therefore, work may be performed in an office setting or in outdoor weather conditions and may include: long periods of sedentary work; hazards associated with operation and driving of emergency vehicles; exposure to dangerous and infectious animals; exposure to contagious diseases, human and animal body fluids; exposure to toxic and noxious chemicals, gasses, smoke, fumes, debris, residue, and vapors; a prolonged exposure to heat, confined space, accident and fire scenes, natural and man-made disasters, electrical threats, and subterranean situations; exposure to explosives, toxic, biological, and chemical agents; exposure to electrical and radiant energy; work in and around high levels of noise, heavy vehicles, and equipment; working in or on slippery and uneven surfaces; work in and with water; work in all possible weather conditions; exposure to dangerous and/or hostile situations, people and animals; work at heights on scaffolding, ropes, or ladders; hazards associated with crowd, traffic, and emergency scene control; work closely with others and the public.

Tobacco use of any type while on duty is strictly prohibited.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. Furthermore, this job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice. The City of Oak Point is an Equal Opportunity Employer.

A job application can be obtained from Oak Point City Hall at 100 Naylor Road in Oak Point, Texas or from the City's website at www.oakpointtexas.com under the Human Resource page. Resumes or other information may accompany applications but is not required. Completed applications may be mailed to City of Oak Point DPS, c/o A.

Duncan, 100 Naylor Road, Oak Point, Texas, 75068; faxed to (972) 294-3333, or e-mailed to aduncan@oakpointtexas.com.
