



# FULSHEAR POLICE DEPARTMENT

## JOB DESCRIPTION

**POSITION TITLE:** Police Officer

**POSITION NO:**

**PAY GROUP:**

**OCCUPATIONAL CATEGORY:** Protective Service

**FLSA STATUS:** Non-Exempt

**JOB SUMMARY:** To protect the City's residents and their property and to maintain the peace and enforce laws and ordinances.

**REPORTING RELATIONSHIPS:**

Reports to: Patrol Sergeant

Supervises: No supervisory responsibilities

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### **ESSENTIAL JOB FUNCTIONS**

- Upholds the law and local ordinances to the best of his or her ability.
- Patrols the City to provide protection of life and property.
- Enforces traffic laws and provides general traffic management in the event of accidents, disabled vehicles or other dangerous situations occurring on City streets.
- Investigates accidents, provides assistance as necessary and prepares required paperwork in a complete and accurate manner.
- Maintains proficiency in the use of firearms.
- Provides necessary assistance to citizens confronted with dangerous situations and problems.
- Responsible for inspecting and ensuring the proper care and maintenance of assigned equipment and vehicles.
- Arrests, or assists in the arrest of, persons suspected of violations of the law or ordinance and does so within full compliance of the law, ordinances and department policy.
- Prepares all required forms and reports in a complete and accurate manner.
- May assist in public education and crime prevention programs at schools, civic organizations and the general public.
- May be required to work overtime.
- Maintain physical fitness level required to complete assigned duties.

### **ADDITIONAL FUNCTIONS OF THE JOB**

Performs other job-related functions as assigned or apparent.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

- Knowledge and skills to use effective physical restraint consistent with departmental policies.
- Knowledge of basic math including addition, subtraction, multiplication, division; calculate percent regarding accident reconstruction and provide accurate measurements.
- Knowledge of law books, legal decisions, City laws and ordinances, map information, memorandums and instructions.

### **Skills and Abilities:**

- Ability to understand and apply laws and ordinances in the law enforcement context.
- Ability to relate to members of the public and communicate effectively with persons of all ethnic, social, and economic backgrounds.
- Ability to remain calm and effective when confronted by hostile, angry, or confused people.
- Ability to effectively operate communications equipment.
- Proficient in the use of firearms and their care and maintenance.
- Ability to drive and operate a motor vehicle under a wide variety of circumstances and conditions.
- Ability to record all required information in accident and crime reports.
- Ability to quickly analyze complex information in situations and make decisions of a life or death nature.
- Ability to determine violations of law in order to properly write citations.
- Ability to provide appropriate information to the public and other City divisions and/or departments when handling inquiries and requests for service.
- Ability to establish and maintain effective relationships with superiors, co-workers and the public.

### **MINIMUM EDUCATION, CERTIFICATION AND EXPERIENCE QUALIFICATIONS:**

- High school diploma or its equivalent
- Required to have one of the following:
  - ❖ 40 hours college credit from an accredited college or university, or
  - ❖ 4 years active duty military with honorable discharge, or
  - ❖ 2 years previous full-time police officer experience
- Basic certification from the Texas Commission on Law Enforcement Officer Standards and Education (TCOLE)
- Valid Texas Driver's license
- No felony convictions
- Security clearance
- Pass the pistol qualifications at 70 percent

### **PHYSICAL DEMANDS:**

- Standing/Walking: While talking to suspects, questioning witnesses at a scene, giving citations, etc. Walking frequently on all types of surfaces and terrain including rough terrain, rocky or uneven ground, or areas presenting obstacles such as alleys with garbage debris.
- Sitting: While in the patrol cars, at desks, attending meetings or doing other miscellaneous office duties. Most sitting is while in the patrol car.
- Reaching/ Handling/ Fine Dexterity: Frequent reaching at close distances to handle radio, firearms, weapons and recovered property. Handling individuals.
- Vision: Required to observe suspects, drive patrol car. Visual acuity required to distinguish and identify suspects, clothing, color, etc.
- Pushing/ Pulling: Occasionally to frequently over 100 lbs., depending on the nature of the call. Frequent restraining of individuals weighing over 100 lbs. Pushing of stalled or broken vehicles off the road with varying degrees of assistance.
- Kneeling/ Crouching/ Crawling/ Bending/ Twisting: The nature of police work is such that all types of body positions are assumed to varying degrees depending on the nature of the calls. The officer may have to climb on roofs, climb stairs, jump or climb over fences or other obstacles. May also assume positions of crouching, crawling, bending, kneeling or twisting in order to apprehend a suspect, chase a suspect in a narrow, small or cramped space, maneuver around, through or under various kinds of obstacles. Bending is also required when handcuffing or trying to restrain a suspect who is attempting to flee particularly if the suspect must be searched on the ground. Bending required to obtain items from the patrol car or when assisting at the scene of an accident. All other body positions could also be required occasionally at the scene of an accident.
- Climbing/ Balancing: Same as above.
- Hearing/ Talking: Required to communicate with other officers, suspects and general public.
- Foot Controls: For driving vehicle.

- Lifting/ Carrying: Frequently light objects including firearms, recovered property. Occasional lifting of 50-100 lbs., or over 100 lbs. in moving victims at scene of accidents, elderly or disable persons who have fallen, or removing heavier recovered property.
- Position is considered "Essential Personnel," which requires being on duty to respond during emergency situations for pre- and post-event activities including, but not limited to, natural and man-made disasters.
- Position is considered an "Essential Driver", which requires maintaining a current valid Texas driver's license and participating in an annual motor vehicle report.

**NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of the personnel so classified.**

**The Job Description does not constitute an employment agreement between the City of Fulshear and the employee. This position is subject to change by the employer as the needs of the employer and requirements of the job change.**

I acknowledge that I, \_\_\_\_\_, have received a copy of the Job Description of the City of Fulshear. I acknowledge that I have read the Job Description and am aware of its contents, and further acknowledge that it is my responsibility to adhere to it to the best of my ability.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_