



## Job Description

### Police Officer

Pay Grade: LD12  
Revision Date: 09/29/2020

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**Employment Status:** Full-Time  
**FLSA Status:** Non-Exempt  
**Experience Required:** None  
**Minimum Education Requirements:** High school diploma or GED  
**Department:** Police  
**Direct Supervisor:** Police Sergeant  
**Supervisory Responsibility:** Direct (0); Indirect (0)  
**Primary Work Location:** Works inside in an office setting and outdoors.  
**Certification:** Valid Texas Driver's License-Class C; Eligible to be licensed by the Texas Commission on Law Enforcement (TCOLE); Currently enrolled in a Texas police academy; or a current peace officer in another state with the ability to successfully challenge and pass the TCOLE exam.

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**Job Summary:** Under general supervision, employee performs crime prevention and law enforcement responsibilities on an assigned shift in patrol, preliminary investigation, follow-up or specialized investigations, and traffic-related duties; performs related work as required.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Prevent crime by explaining and enforcing applicable federal, state, and local laws and ordinances; mediate disputes; patrol assigned area; respond to calls for service; conduct searches; observe suspicious activities; detain suspects.
- Apprehend suspects by responding to complaints and calls for help; observe violations; make arrests.
- Conduct criminal investigations by gathering evidence; interview victims and witnesses; interrogate suspects.
- Document observations and actions by radioing information; complete reports.
- Report observations and actions by testifying in court.
- Fulfill court orders by serving warrants and commitments.
- Maintain safe traffic conditions by monitoring and directing traffic; enforce laws and ordinances; investigate accidents; provide escort; report unsafe streets and facilities.
- Minimize personal injury by rescuing and reviving victims; radio for medical assistance.
- Maintain operations by following department policies and procedures; recommend changes.
- Ensure operation of equipment by practicing use; complete preventive maintenance requirements; follow manufacturer's instructions; troubleshoot malfunctions; notify supervisor of needed repairs; evaluate new equipment and techniques.
- Maintain professional and technical knowledge by studying applicable federal, state, and local laws and ordinances; attend educational workshops; review professional publications; practice skills.
- Exhibit excellent oral and verbal communication skills.
- Practice sound customer service and public relations skills.
- Answer calls for service.
- Transport arrestees.



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- Pro-active patrol of neighborhoods and businesses.
  - Assist disabled persons.
  - Perform other duties as assigned or required.

#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- Rules and regulations of the department and of criminal laws and City ordinances.
- Distinguish and disseminate sensitive information as required by departmental procedures.

##### **Skills**

- Plan, organize, coordinate, and execute job functions efficiently and effectively with little supervision.
- Take effective action in emergency situations.

##### **Abilities**

- Cooperate with others, including other employees of the City and the general public.
- Communicate and understand written and oral instructions.
- Exhibit emotional stability and to perform potentially dangerous law enforcement duties under stress.
- Handle stressful situations in an effective manner.
- Provide a positive role model on and off duty.

##### **Physical Demands**

The following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Carrying, raising, and climbing ladders, and carrying equipment up and down ladders.**
- **Carrying an unconscious patient.**
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Cleaning using water and chemicals.**
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending legs and spine.
- **Dragging and carrying equipment and tools.**
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fine Motor Skills:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing 1:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.



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- **Hearing 2:** Ability to receive detailed information through oral communication, and to make the discrimination in sound.
  - **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
  - **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
  - **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
  - This position is very strenuous often requiring substantial physical exertion and/or lifting of very heavy weight (>60 pounds).
  - **Mechanical Acuity:** Ability to operate a variety of tools and equipment.
  - **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
  - **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
  - **Reaching:** Extending hand(s) and arm(s) in any direction.
  - **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
  - **Standing:** Particularly for sustained periods of time.
  - **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
  - **Talking 1:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
  - **Talking 2:** Speaking in order to be heard above ambient noise level.
  - **Visual acuity, speech and hearing;** hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment.
  - **Visual Acuity 1:** Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
  - **Visual Acuity 2:** Including color, depth perception, and field vision.
  - **Visual Acuity 3:** Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
  - **Visual Acuity 4:** Have visual acuity to operate motor vehicles and/or heavy equipment.
  - **Visual Acuity 5:** Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines, using measurement devices, and/or assembly or fabrication parts at distances close to the eyes.
  - **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
  - **Wearing safety gear and equipment.**

#### **Work Environment**

- May be subject to exposure to inclement weather conditions.
- This position often involves potentially life-threatening exposure to uncomfortable temperatures, noises, chemicals/gases, contagious diseases, and/or physical trauma.

#### **Safety Requirements**

The employee is required to follow all safety procedures as outlined in the Lake Dallas Safety and Personnel Manuals.

#### **Employment Requirements and Disqualifiers:**



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- 21 years of age.
  - U.S. Citizen.
  - Has received an honorable discharge from the armed forces of the United States (if applicable).
  - Has never been on court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order.
  - Is not currently charged with any criminal offense for which conviction would be a bar to licensure.
  - Has never been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years.
  - Has never been convicted or placed on community supervision in any court of an offense involving family violence as defined under Chapter 71, Texas Family Code.
  - Is not prohibited by state or federal law from operating a motor vehicle.
  - Is not prohibited by state or federal law from possessing firearms or ammunition.
  - Has not had a commission license denied by final order or revoked.
  - Is not currently on suspension, or does not have a surrender of license currently in effect.
  - Does not have a history of excessive traffic citations or motor vehicle accidents.
  - Has not used marijuana within the last two (2) years.
  - No felony level drug usage.
  - Abuse and/or misuse of legally obtained prescription medication(s) will be considered on a case-by-case basis and may be used to disqualify the applicant.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment with the City of Lake Dallas. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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