**CITY OF WEATHERFORD JOB DESCRIPTION**

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| **Position:** Public Safety Officer | **FLSA:** Non - Exempt |
| **Department:** Police Department | **Schedule:**  Part-Time schedule not to exceed 32 hours per week to include nights, weekends, and some holidays. |
| **Reports To:** Patrol Police Sergeant | **Positions Supervised:** None |

**Job summary:**

The Public Safety Officer is a non-sworn civilian position that will provide patrol and field operation support duties relating to transporting vehicles and abandoned property, providing information to City employees and Citizens, and administrative clerical support.

**Roles & Responsibilities:**

* Responds to calls for service including but not limited to, traffic collisions, hazardous spills, and roadway debris; interviews, documents, collects, and logs applicable incident evidence, and composes official incident reports.
* Provides traffic control duties during traffic stoppage, collisions, crime scenes, fires, funerals, special events and power outages or weather-related incidents.
* Prepares and processes criminal and non-criminal reports for infractions relating to grand/petty theft, identity theft/fraud, stolen/recovered vehicles, and burglaries.
* Conducts evidence logs; processes evidence vouchers per investigation and books evidence in the appropriate area in an accurate manner.
* Updates and maintains various paper and electronic logs and records to include, evidence, lost property, and vehicle abandonment in accordance with prescribed procedures.
* Issues parking and or vehicle abandonment violation citations; arranges tow operations when necessary
* Adheres to assigned work schedule as outlined in the Department and City attendance policies; conduct must comply with all prescribed personnel policies.
* Perform other duties as required or assigned.

**Knowledge, Skills, and abilities:**

* Good working knowledge of the geographic layout of the City and landmarks; good knowledge of criminal, juvenile, and traffic laws.
* Good knowledge of the principles, practices, and procedures of police work to include ethical decision making that conform to governing regulations.
* Ability to read and understand highly technical handbooks such as law books, ordinances, and penal codes.
* Ability to read and write official reports for record. Must be able to effectively communicate in person and in writing.

**Physical Requirements:**

Must be able to walk, stand or sit for extended periods of time. Must be able to reach, bend, stoop, squat, kneel, twist, crouch or run as necessary when performing job duties. Is required to be able to carry, balance, lift, push, pull or reach office supplies and or equipment weighing up to 100 pounds. Hearing and vision must be satisfactory to the degree that duties may be performed effectively and safely.

**Environmental Conditions:**

Majority of work is performed indoors and outdoors in all-weather condition types.

**Minimum Qualifications:**

* High School Diploma or GED equivalent.
* One-year clerical experience.
* Must have a valid Class C Texas Driver’s License with zero infraction and no Criminal history.