



1200 East Broad Street, 2nd Floor Human Resources
Mansfield, Texas 76063
Telephone: 817-276-4267
Fax: 817-473-7487

To apply send completed application: applymansfield@mansfieldtexas.gov

JOB CLASSIFICATION: Police Officer

SALARY: \$60,000

DEPARTMENT: Police

Full-time / Non-Exempt

Application Deadline: 08/16/2019

Testing Date: 08/20/2019 0800-1700

Applicants who have tested with the Mansfield Police Department in the last year are not eligible to test.

JOB DESCRIPTION:

Under general supervision, perform professional police work for the protection of life and property through the enforcement of laws and ordinances.

EXAMPLES OF WORK TO BE PERFORMED:

- MUST BE ABLE TO WORK ANY SHIFT INCLUDING DAYS, EVENINGS AND DEEP NIGHTS. (Shifts are typically TEN (10) hours with actual hours being established by operational necessity) MUST BE ABLE TO WORK ALL DAYS OF THE WEEK AND HOLIDAYS.
- MUST BE ABLE TO WORK PAST NORMAL ASSIGNED SHIFT.
- WILL BE SUBJECT TO CALL-BACK
- Patrol assigned area or district on foot or in a car giving directions, information, and assistance to the general public; inspect doors and windows in the business district to see that no suspicious conditions exist.
- Patrol assigned areas, investigate, and report accidents, crimes, suspicious actions or persons, dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.
- Interview suspects and persons arrested.
- Prevent the commission of unlawful acts; apprehend criminals or other persons menacing the general public; serve warrants, subpoenas, and other writs.
- Attend special training programs as required.
- Enforce traffic and safety regulations for pedestrians and motor vehicles.
- Accompany persons to headquarters to be booked on charges; accompany prisoners to court, maintain custody, and testify when called upon.
- Attend, report, and investigate accidents; keep by-standers out of danger, and render first aid to the injured.
- Perform traffic control duties when required.
- Secure crime scenes; make arrests.
- Control inmates from stations or by patrolling in yards, grounds, cell houses, corridors, and work areas,

- Transport inmates in multi passenger van or sport utility vehicle.
- Escort individuals or groups of inmates to work or other activities.
- Enforce rules of conduct, security and labor standards by making verbal or written reports of significant violations or irregularities to supervisors.
- Assist in averting riots and escapes undertaken by inmates.
- May assist in the supervision of inmates on transfers to/from other correctional facilities on appearances in court.
- Accompany prisoners being transferred for psychiatric diagnosis or to treatment clinics and attend sanity hearings in courtroom or hospital.
- May control admission of employees entering and exiting the jail by operating electric doors.
- Monitors by viewing camera at doors to identify individual and pushing appropriate button on panel for the correct door.
- May inventory property of inmates including money. Enters items on log sheets, enters in computer software for property room.
- Maintain security at the City Court and other City buildings.
- Track, locate and arrest persons with active warrants.
- Monitor Court assigned work detail.
- Enforce City, State and Federal laws.
- Perform other duties as required.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Ability to read, comprehend and abide by the Police Policies and Procedures Manual.
- Considerable knowledge of modern principles, practices, and procedures of police work.
- Considerable knowledge of pertinent state laws and city ordinances, and ability to diagnose violations.
- Knowledge to recall geography of the City.
- Ability to deal courteously, but firmly with the general public, and give oral commands.
- Ability to understand and carry out oral and written instructions.
- Ability to render accurate oral and written reports of accidents, incidents, and violations of the law.
- Ability to attend and benefit from special training courses as required.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Minimum age 21
- Must be a US citizen as evidenced by birth certificate, passport or legal immigration documentation.
- Must have an acceptable criminal history according to the standards set by TCOLE.
- Must not be prohibited from operating a motor vehicle and possess a valid Texas driver's license.
- Must not be prohibited from possessing firearms or ammunition.

- If applicable, an honorable discharge from the armed forces of the U.S. as evidenced by the appropriate DD214 or applicable documentation.
- Must pass a polygraph exam, in depth background investigation, a physical exam / drug screening as well as a psychological assessment prior to hiring.
- Must not be otherwise ineligible by automatic disqualifiers noted on the Intent to Test form.

DESIRED TRAINING AND EXPERIENCE:

- Previous police officer experience (preferred but not required).
- Associate's degree or Bachelor's degree in related field (preferred but not required).

NECESSARY SPECIAL REQUIREMENTS:

- All employees of this classification in addition are required to meet necessary performance standards on an ongoing basis with regards to any test which may be required as part of department policy regarding agility, satisfactory operation of a firearm or vehicle or other equipment.

ESSENTIAL PHYSICAL FUNCTIONS:

1. The physical activity of this position

- Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles, fencing, walls and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
- Stooping. Bending body downward and forward by bending spine at the waist.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Crouching. Bending the body downward and forward by bending leg and spine.
- Crawling. Moving about on hands and knees or hands and feet. Ability includes moving through small spaces such as windows and other crawlspaces.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion. Must be able to pull at least 180 lbs. in a dragging motion.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering. 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.
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

- Hearing. 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 discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Running/Sprinting. Frequent movement on foot at high speed and for long distances without stopping. Stamina is emphasized.
- Jumping. Ability to leap over objects up to 48 inches in height while maintaining forward movement.

2. The physical requirements of this position

- Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

3. The visual acuity requirements including color, depth perception, and field vision.

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
- The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures

4. The conditions the worker will be subject to in this position

- The worker is subject to both environmental conditions. Activities occur inside and outside.
- The worker is subject to extreme cold. Temperatures typically below 32° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- The worker is subject to extreme heat. Temperatures above 100° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.

- The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
- The worker is required to function in narrow aisles or passageways.

HIRING PROCEDURES:

All applicants must pass each step in the hiring process in order to proceed to the next portion. The steps in the process are as follows:

1. Complete and return the INTENT TO TEST form indicating that no automatic disqualifiers apply to you and acknowledging other information as required. Once acknowledged, applicants meeting the initial requirements will be notified of the strength and endurance assessment date, time and location.
2. Physical strength and endurance assessment:

2000m Rower Assessment. Applicants must complete this evaluation within the standards set by Texas DPS for completion at the 25th percentile. Maximum times for completing this assessment are based on gender, weight and age. The time calculator for this assessment can be found on the Texas DPS published [website calculator](https://www.dps.texas.gov/ETR/concept2RowerCalc.htm) at the following website address / URL:

<https://www.dps.texas.gov/ETR/concept2RowerCalc.htm>

Assessment is conducted on the Concept2 Rower Machine at a damper rating of 5.

MANSFIELD
T E X A S

The screenshot shows a web application titled "ETR-Fitness Wellness Unit" with a sidebar menu containing links like Home, DPS Fitness Institute, Fitness Class Schedules, Fitness Testing, Fitness Wellness Webinars, Fitness Workouts of the Day, Nutrition, Online Mandatory Education, Resilience Training, Row Testers, Unit Bios, Wellness Tips, and Contact. The main content area is titled "Concept 2 Rower Calculator" and includes instructions: "Please use the chart below to find your minimum standard at the 70 percentile and train for a higher percentage to be competitive." Below this, it says "Concept 2 Rower" and "Select Gender, Age, and input Weight".

Inputs

Gender: ☒ Male ☐ Female

Age: ☐ 20-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60+

Weight (lbs):

Results

The **Minimum Requirements** based on your age, gender, and weight are:

min. sec. to complete 2000 meter row.

Desired Results

Enter your age, gender, and weight in Rower Inputs Block above and then enter desired Percentage here. Click Calculate to see the time:

(Do not put a "." only 1 to 100)

Percent (1 to 100)

minutes seconds

to complete the 2000 meter row.

3. Written exam – Applicant must successfully pass a written exam. Passing the exam consists of making a minimum of 70% on *each section* of the exam.
4. Written assessment – Applicant may be asked to complete a written exercise to determine their ability to write in a clear, concise and logical manner consistent with the needs of police reporting. Attention will be given to accuracy, grammatical correctness, punctuation, spelling, and word usage.
5. Oral Review Board – Applicant will be assessed by a review board consisting of members of the police department. Applicant must receive unanimous approval of the board to pass to the next stage.
6. Polygraph examination
7. Background investigation
8. Psychological examination
9. Physical examination and drug screen

AMERICANS WITH DISABILITIES

The City of Mansfield complies with the Americans with Disabilities Act of 1990 and it is our policy to ensure that no person is discriminated against based on their disability. The City of Mansfield offers equal employment opportunity to qualified individuals and strictly prohibits the discrimination against qualified individuals on the basis of disability. The City of Mansfield shall provide reasonable accommodations to applicants and employees who are otherwise qualified to perform the essential job duties when doing so does not create an undue hardship for the city.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The City of Mansfield is an Equal Opportunity Employer who is committed to hiring and retaining highly qualified persons and a diverse workforce. The City of Mansfield is mandated by federal law to provide a drug-free working environment for the safety of its employees and the public. All employment is contingent upon passing a post offer pre-employment drug test and/or physical. It is the policy of the city not to discriminate against any person in recruitment, examination, appointment, training, promotion, discipline or any other aspect of personnel administration because of religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, ancestry, marital status, age, gender, veteran, disability or any other basis prohibited by federal, state, or local laws.

The logo for Mansfield, Texas, features a stylized 'M' composed of three slanted parallel bars above the word 'MANSFIELD' in a large, bold, serif font. Below 'MANSFIELD' are the letters 'T E X A S' in a smaller, bold, serif font, with wide letter spacing.