

	<b>DEPARTMENT</b>	01-41 POLICE		<b>FLSA</b>	NON-EXEMPT
	<b>PAY GRADE</b>	PO1	<b>OCCUPATIONAL CATEGORY</b>		PROTECTIVE SERVICES
	<b>WORKSTEP CODE</b>	N/A		<b>LEVEL</b>	N/A
	<b>DRUG SCREEN TYPE</b>	CITY POLICY			
	<b>STATE EMPLOYMENT CODE</b>	922120	<b>WORKER'S COMPENSATION CODE</b>	7720	
	<b>REVISION DATE</b>	09/2019			
	<b>41-085 POLICE OFFICER</b>				

**REPORTS TO:** Receives direction from a Police Corporal, Police Sergeant or higher level sworn police staff

**DIRECTS:** May supervise Police Officers on a limited basis in the absence of higher level sworn police staff

**OTHER:** This is a public safety position that requires working of unusual hours, rotating shifts, and working under inclement weather conditions and stressful situations

**BRIEF DESCRIPTION:**

This sworn, working-level law enforcement class performs most non-supervisory assignments found in a municipal police department. While incumbents are normally assigned to a specific geographic area for patrol and traffic enforcement, all functional areas of the law enforcement field, including investigation, community services, administration, and training are included. Positions in the class are occupied by sworn police officers. Officers may be armed and may be assigned to work in uniform or plain clothes. Shift schedules and job assignments may be changed periodically to assure the maximum delivery of effective police services.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

<b>S- SEDENTARY</b>	<b>L- LIGHT</b>	<b>M-MEDIUM</b>	<b>H-HEAVY</b>	<b>V- VERY HEAVY</b>
Exerting up to 10 lbs. occasionally; or  Negligible weights frequently; or  Sitting most of the time	Exerting up to 20 lbs. occasionally; or  10 lbs. frequently; or  Negligible amounts constantly; or  Requires walking or standing to a significant degree	Exerting 20-50 lbs. occasionally; or  10-25 lbs. frequently; or  Up to 10 lbs. constantly	Exerting 50-100 lbs. occasionally; or  10-25 lbs. frequently; or  Up to 10-20 lbs. constantly	Exerting over 100 lbs. occasionally; or  50-100 lbs. frequently; or  Up to 20-50 lbs. constantly

<b>#</b>	<b>CODE</b>	<b>ESSENTIAL FUNCTIONS</b>
1	<b>H</b>	Enforces State, Federal and traffic laws and City ordinances by patrolling the City, its people and property, recognizing violations and citing individuals for violations
2	<b>L</b>	Coordinates crime scenes and preliminary investigations by responding to residential and commercial incidents, traffic and other accidents, reports of driving while intoxicated, assaults, violence, unexplained deaths, arresting suspects and violators, then securing the scene, maintaining logs, observing and collecting evidence, assisting victims and families and writing necessary reports
3	<b>M</b>	Monitors traffic in City by responding to traffic accidents, initiating routine traffic stops, enforcing traffic laws and initiating high risk stops
4	<b>S</b>	Participates in necessary court procedures by testifying in criminal, civil and juvenile cases, signing complaints and reviewing and signing affidavits

5	L	Performs numerous civic duties by maintaining positive relationships with the community and city departments, transports victims and suspects, maintains police equipment, problem-solves with citizens and businesses, and performs community services
6	S	Increases job proficiency by conducting and participating in a variety of training programs and staying abreast of new innovations and developments in the field of law enforcement and investigation
7	L	Provides premier customer service to internal and external customers by responding to requests in a timely and professional manner
8	M	Performs other duties as assigned or required
9	S	Must arrive at work on time and must maintain a regular and reliable level of attendance

**JOB REQUIREMENTS:**

CATEGORY	JOB REQUIREMENTS
<b>READING</b>	Ability to read and write the English language Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily such education is obtained at the college level or above. However, it may be obtained from experience and self-study
<b>MATH</b>	Ability to make mathematical calculations by adding, subtracting, multiplying and dividing numbers Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study
<b>WRITING</b>	Ability to communicate using the English language Ability to communicate well, both orally and in writing Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study
<b>MANAGERIAL</b>	Receives directions: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results There is some opportunity for discretion when making selections among a few, easily identifiable choices Assignment is usually reviewed upon completion
<b>BUDGET RESPONSIBILITY</b>	Does not have any budget responsibility
<b>SUPERVISORY/ ORGANIZATIONAL CONTROL</b>	Must be a self-starter and be able to work effectively and efficiently on one's own Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees
<b>COMPLEXITY</b>	Maintain records for state or policy regulations Able to read maps and interpret data Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action
<b>COMPUTER SKILLS</b>	Proficient in Microsoft Office products such as Word, Excel, Access, PowerPoint, Publisher and Outlook
<b>CUSTOMER SERVICE</b>	Ability to learn and use proper customer service habits both internally and externally. Upholding the STARS philosophy. Manages difficult or emotional customer situations Responds promptly to customer needs Solicits customer feedback to improve service Responds to requests for service and assistance

	Meets commitments
<b>INTERPERSONAL/HUMAN RELATION SKILLS</b>	Ability to deal effectively with the general public and other city personnel in a courteous manner Speaks clearly and persuasively in positive or negative situations Listens and gets clarification Responds well to questions Demonstrates group presentation skills Participates in meetings Writes clearly and informatively Varies writing style to meet needs Presents numerical data effectively

**NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to give, understand, and follow written and oral instructions, departmental policy, rules, regulations and laws
- Knowledge of the use and care of vehicles, firearms, and specialized equipment
- Knowledge of city geography
- Good driving skills
- Ability to attend and understand police officer training courses
- Ability to establish and maintain effective working relationships with other law enforcement agencies, judicial officials, and the general public; ability to analyze situations and adopt a quick, effective, and reasonable course of action
- Is mentally and physically fit to perform the required duties

**EDUCATION AND EXPERIENCE:**

Entry level education and/or experience requirements are specified by Local Civil Service Rules

**PHYSICAL ABILITY ASSESSMENT:**

Applicants for the position of Probationary Police Officers will be required to successfully complete the Department’s Physical Ability Assessment in order to be placed on the eligibility list.

- (1) The minimum standard for all applicants is passing the physical ability assessment the Department baseline percentile according to their age and gender as reflected in The Cleburne Police Department Fall 2018 Physical Readiness Testing Report.
- (2) The Department’s physical ability assessment consists of rowing 2000 meters on a Concept 2 Rower with a damper setting of 5. The VO2 2000m Row Test is a scientifically accepted measure of cardiorespiratory fitness, which translates to an officer’s physical readiness in the field during times of stress or altercation that require large, sustained energy consumption. VO2max is a measure of the body’s capacity for aerobic work and, thus, can be a predictor of a person’s potential for endurance.

Applicants can determine their target time by entering gender, weight, and age range in the VO2 Max calculator available on the Cleburne Police Department website.

- (3) The minimum standard for each applicant is based on age and gender. Using the percentage results for the test battery found in Cleburne Police Department Fall 2018 Physical Readiness Testing Report and 2000 meter row calculator.
- (4) Applicants must meet a minimum of 25% score for each test for the age and gender to be considered for employment.

(5) Participants will be allowed to wear athletic shoes

(6) An applicant failing to pass the physical ability assessment shall be deemed unsuitable for employment and not proceed further in the selection process.

**CERTIFICATES AND LICENSES REQUIRED:**

A Valid Class C Texas driver license and the ability to maintain a satisfactory driving record

Must obtain and maintain a valid Texas Peace Officer license and maintain firearms qualification and other required training

In not TCOLE certified, all applicants offered employment as a police recruit will attend a TCOLE authorized Police Academy at the City's expense.

**ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:**

Primarily in outside environment with the ability to operate indoors when needed. May be exposed to extreme heat and cold during summer and winter months.

Must be willing to work overtime, extended shifts, evening, night, weekend, and holiday shifts. May be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations, hazardous situations and all weather conditions. Must be able to pass a detailed background investigation. May travel to sites outside of the City.

**TOOLS AND EQUIPMENT USED:**

Standard office equipment including computers/keyboards multi-line telephone, fax machine, copier, shredder, scanner, printer, police radios, mobile data terminals, audio/video recorders, firearms, batons, electroshock weapons, handcuffs and other police related equipment, Motor vehicles, etc.

**PHYSICAL DEMANDS:**

<b>C= Continuously</b>	<b>F= Frequently</b>	<b>O= Occasionally</b>	<b>R= Rarely</b>	<b>N- Never</b>
<b>2/3 or more of the time</b>	<b>From 1/3 to 2/3 of the time</b>	<b>Up to 1/3 of the time</b>	<b>Less than 1 hour per week</b>	<b>Never occurs</b>

<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>	<b>DESCRIPTION</b>
<b>Standing/ Walking</b>	<b>F</b>	Standing and walking in City Buildings and City facilities on tile, carpet, concrete, asphalt, gravel, and may include sloped or slippery surfaces Ability to stand while interacting with citizens on patrol Ability to chase suspects on foot
<b>Sitting</b>	<b>F</b>	Ability to sit for extended periods while on patrol and appearing in court
<b>Lifting/Carrying</b>	<b>F</b>	Ability to lift property, prisoners and debris up to and exceeding 100 lbs. Ability to resistant prisoners Ability to carry tools and equipment
<b>Pushing/Pulling</b>	<b>O</b>	Ability to push or pull objects weighing up to 100 lbs. and individuals weighing over 100 lbs. Ability to push or pull disabled vehicles
<b>Reaching</b>	<b>F</b>	Ability to reach for materials and equipment at desk and in patrol car

		Ability to reach overhead for materials and equipment
<b>Handling</b>	<b>F</b>	Evidence and equipment
<b>Fine Dexterity</b>	<b>F</b>	For computer use
<b>Kneeling/Crouching/ Crawling/Bending/Twisting/ Climbing</b>	<b>F</b>	Ability to collect evidence while kneeling Ability to crouch for maneuvering as well as for building searches Ability to crawl for emergency situations and during searches Ability to bend during traffic stops and to collect evidence Ability to twist for materials and equipment at desk and in patrol car as well as in emergency situations
<b>Vision/Smell</b>	<b>C</b>	Ability to see, read, and comprehend a variety of written or displayed media Ability to smell in order to identify odors Ability to identify infractions Ability to pass and maintain firearms qualification, read printed materials and computer screens, discern colors and work in a night setting
<b>Hearing/ Talking</b>	<b>C</b>	Ability to speak and understand fluently the English language Ability to hear the spoken word Ability to communicate in person, before groups and over the telephone and radio Ability to communicate with citizens

**NON-PHYSICAL DEMAND:**

<b>C= Continuously</b>	<b>F= Frequently</b>	<b>O= Occasionally</b>	<b>R= Rarely</b>	<b>N- Never</b>
<b>2/3 or more of the time</b>	<b>From 1/3 to 2/3 of the time</b>	<b>Up to 1/3 of the time</b>	<b>Less than 1 hour per week</b>	<b>Never occurs</b>

<b>NON-PHYSICAL DEMANDs</b>	<b>FREQUENCY</b>	<b>DESCRIPTION</b>
<b>Time Pressure/ Constraints</b>	<b>F</b>	Ability to complete time sensitive tasks Ability to handle stressful situations and workloads Ability to control temper during various situations Ability to follow and adhere to and City of Cleburne rules, procedures, policies, general orders, ordinances, etc.
<b>Irregular Schedule/Overtime</b>	<b>O</b>	Subject to afterhours call out for emergency situations May be required to work weekends and holidays
<b>Frequent Change of Task</b>	<b>F</b>	Ability to shift focus from one project to the next rapidly
<b>Performing Multiple Tasks Simultaneously</b>	<b>F</b>	Ability to multitask
<b>Emergency Situations</b>	<b>F</b>	Ability to assist in emergency situations should the need arise
<b>Danger/Physical Abuse</b>	<b>O</b>	Physical peril or bodily injury inflicted by environmental factors or external forces
<b>Noisy/Distracting Environment</b>	<b>O</b>	Mowing, digging, power equipment and tools, motor vehicles, roadway traffic, pedestrian traffic
<b>Working Closely with Others as Part of a Team</b>	<b>F</b>	Ability to establish and maintain effective and cooperative relationships

## JOB DESCRIPTION VERIFICATION AUTHORIZATION

The aforementioned statements are intended to describe the general nature and level of working being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills, required of personnel classified in this position. This job description is subject to change as well as the needs and requirements of the job change.

### ADA/EEO Compliance

The City of Cleburne is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with the disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Formal application, rating of education and experience; oral interview, reference and criminal background checks, Worksteps, and drug screens are required. In addition, job related tests may also be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Cleburne and the employee and is subject to change by the City of Cleburne as the needs of the City and requirements of the job change.

### **HUMAN RESOURCES USES ONLY**

#### **SIGNATURE- REVIEW AND COMMENTS**

**I HAVE REVIEWED THIS JOB ANALYSIS AND ITS ATTACHMENTS AND FIND IT TO BE AN ACCURATE DESCRIPTION OF THE DEMANDS OF THIS JOB**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Supervisor Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative Signature

\_\_\_\_\_  
HR Representative Name (printed)

\_\_\_\_\_  
Date



[www.cleburne.net/team](http://www.cleburne.net/team)