



PUBLIC SAFETY

## **Police Department Employment Opportunities**

### **Position**

Public Safety Officer (Part-Time)

### **Job Details**

Category: Police Department

Status: Open

Salary: Hourly Rate \$19.59

Posted: November 28, 2023

Closing: December 28, 2023

The City of Weatherford Police Department is looking to hire a civilian (non-sworn) Public Safety Officer for the Community Services Division. This position may provide patrol and filed operation support duties relating to transporting vehicles and abandoned property, providing information on City employees and citizens, and administrative clerical support. If believe you would be a good fit, please apply here on PoliceApp.

### **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.

### **Minimum Qualifications**

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

### **Special Requirements**

THIS POSITION IS PART-TIME AND IS NOT ELIGIBLE FOR ANY CITY BENEFITS.

### **Miscellaneous Information**

The City of Weatherford is a strong progressive community of over 38,000 citizens, enjoying our small town feel without big city amenities just outside of the Fort Worth Metroplex. We are expanding our team to continue our commitment to our Strong Community philosophy, inclusiveness, and diversity.