

City of Fort Worth, Texas Job Description

Classification Title:	Police Officer		
Job Code:	1001	Job Family:	Police
Pay Grade:	X03	Date Reviewed:	09/10/15
FLSA Status:	Nonexempt	Date Revised:	01/22/16

GENERAL SUMMARY

Under general direction, performs law enforcement and crime prevention duties that ensure citizen safety, protection of life and property, and compliance with City, State and Federal laws.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Patrols an assigned area via foot, auto, motorcycle, bicycle and/or horse to ensure law compliance and to investigate suspicious activities, individuals or conditions.
2. Performs arrests of individuals who violate the law and/or ordinance.
3. Subdues violent individuals.
4. Enforces City, State, and Federal laws.
5. Responds to calls for assistance and provide necessary police protection.
6. Issues traffic citation or warning to individuals violating traffic laws.
7. Investigates traffic accidents and directs traffic.
8. Conducts preliminary investigation of crimes and crime scenes to uncover and document relevant evidence and/or testimony.
9. Conducts searches according to due process procedure and collects physical evidence.
10. Interacts with community to establish rapport.
11. Conducts undercover investigative work.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

Other Job Functions:

1. Conducts follow-up investigations.
2. Compiles and prepares reports.
3. Processes prisoners into jail facility.
4. Prepares cases for court and provides testimony.
5. Prepares property, auto, and supplies records.
6. Attends training seminars.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Knowledge of City Ordinance, Federal, State and City laws and statutes.
 - Approved practice, principle and procedure of police work.
 - Weapons and equipment maintenance.
- **Skill in:**
 - Communicating both in written and verbal form.
- **Ability to:**
 - Ability to follow law enforcement rules and procedures.
 - Memorize and retain information.
 - Interact and communicate with others in an assertive manner.
 - Evaluate information of an uncertain or conflicting nature and make appropriate decisions with regards to the law.
 - Solve problems when all necessary facts are not given.
 - Remain calm and work fast in emotionally stressful or emergency conditions.
 - Establish and maintain a positive working relationship with fellow employees and the community.
 - Use of the City of Fort Worth Police Department uniform and protective equipment.
 - Safe operation of Police motor vehicles.
 - Enforce city, state, and federal laws.
 - Pursue and subdue violent individuals.
 - Conduct arrests and investigations.
 - Transverse uneven terrain.

MINIMUM JOB REQUIREMENTS

High School diploma or GED and must have completed at least 12 hours at an institution of higher education with a grade point average of 2.0 cumulative on a total grade point average on a 4.0 scale.

No work experience is required. Must successfully complete training curriculum as specified in the Fort Worth Police Training Academy for Police Trainee.

OTHER REQUIREMENTS

Must be able to speak, read and write the English language.

Must be a United States Citizen.

Advancement to the rank of police officer is through competitive examination as mandated in the Local Government Code, Chapter 143, completion of an approved basic academy, passing of a proficiency test, and satisfying all requirements established by the department. A one (1) year probationary status is required during the initial advancement to this position.

Additional requirements, such as required training courses, and pre- or post-promotional educational requirements may be found in the Texas Local Government Code, chapter 143; the Texas Administrative Code, specifically those code provisions authored by the Texas Commission on Law Enforcement; the Local Civil Service Commission Rules, and any applicable labor agreement.

SPECIAL REQUIREMENTS:

1. Age: 21 to 35 (cannot have reached 36th birthday by certification date); OR up to age 44 (cannot have reached 45th birthday) with at least five (5) years prior experience as a peace officer or five (5) years of active military experience.

A candidate must be between 21 years and 45 years of age by the date of the entry-level test required of that candidate.

Candidates who have been honorably discharged from military service must provide proof of an honorable discharge by presenting a DD 214 at the time of their application or at least twenty-four (24) hours prior to taking an entry-level test.

1. Must pass a physical ability assessment as prescribed by the Fort Worth Police Department and approved by the Civil Service Commission, showing the applicant is physically capable of performing the essential job functions of a Police Officer.
2. Must pass a psychological examination and be declared in writing (by a licensed psychologist or psychiatrist appointed by the Civil Service Commission) to be in satisfactory psychological and emotional health for licensing as a peace officer.
3. Incumbent must pass all other minimum standards and special requirements outlined in **The City of Fort Worth Firefighters' and Police Officers' Civil Service Rules and Regulations** (a.k.a. "Local Rules")—more specifically found in **Chapter Five: Minimum Standards for Entry Level Positions in the Police Department.**

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Extensive travel throughout assigned designated patrol area via foot, auto, motorcycle, bicycle or horse; exposure to emotionally stressful, hostile, dangerous, emergency situations and/or condition; outside working conditions with exposure to extreme weather condition.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lifting, carrying, pushing and/or dragging objects weighing up to 200 lbs. (200+ in some situations), 10 feet or less; running, jumping and climbing various inclines, elevated surfaces, terrains, and/or obstacles in pursuit of violators of the law; subject to hazardous and potential physical damages inherent in law enforcement work.