

City of Fort Worth, Texas Job Description

Classification Title:	Police Corporal-Detective		
Job Code:	1002	Job Family:	Police
Pay Grade:	X04	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; and conduct criminal investigation.

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. Must be able to safely perform all the essential duties & responsibilities as required for the Police Officer and all subordinate ranks.
2. Patrols an assigned area to ensure law compliance and to investigate suspicious activities, individuals or conditions.
3. Apprehends, interrogates and makes arrest of individuals who violate the law and/or ordinance.
4. Responds to calls for assistance and provide necessary police protection.
5. Performs complete preliminary and follow-up investigations of crimes and crime scenes either independently or as a member of a team.
6. Prepares case files, reports and evidence for submitted and the office of District Attorney or City Attorney.
7. Interviews witness, victims and complainant; take depositions and/or statements.
8. Writes arrest and searches warrants.
9. Conducts searches and collects physical evidence.
10. Issues traffic citations or warnings; investigates traffic accidents; and directs traffic.
11. Performs other related duties as required.
12. 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. Assumes command of an assigned unit in the absence of Police Sergeant.
2. Coordinates purchase of equipment, tools, parts and supplies.
3. Assists Unit Sergeant with administrative and supervisory duties.
4. Compiles and prepare reports.
5. Testify in court.
6. Serves as negotiator in hostage or barricaded person situations.
7. Makes presentations.
8. Directs traffic; investigate traffic accidents; issue citations.
9. Perform essential job duties of a Police Officer.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Knowledge of City Ordinance, Federal, State and City laws.
- Approved practice, principle and procedure of police work.
- General order/code of conduct.
- Standard operating procedures.
- Arrest and defense techniques/methods.
- Computer Operations.
- Criminal Investigation Techniques.
- Arrest, search and seizure laws.
- Negotiation techniques.
- Weapons and equipment maintenance.

- **Skill in:**

- Communicating both in written and verbal form.
- Operation of a bicycle or motorized vehicle.
- Usage of police weapons.
- Operation of police radio, mobile data terminal, computer and pagers.

- **Ability to:**

- Prepares clear and concise reports.
- Follows 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 12 hours at an institution of higher education with a grade point average of 2.0 on a 4.0 scale.

OTHER REQUIREMENTS

High School diploma or GED, plus four (4) years continuous service as a Police Officer for the City of Fort Worth.

Advancement to the rank of corporal/detective is through competitive examination as mandated in the Local Government Code, Chapter 143. Four (4) years of service in the immediately-preceding rank is required.

Persons assigned to a non-uniformed position holding this rank shall be referred to as a detective.

Licensed as a State of Texas Peace Officer. Valid Texas Operator's Class "C" Driver's License.

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.

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; indoor/outside working conditions with exposure to extreme variable conditions.

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; subject to toxic chemicals, fumes, and/or odors; exposed to infectious diseases.