



## JOB DESCRIPTION Police Officer

CLASS NO. 206

PAY RANGE: 70,000-84,702 Annually

FLSA: Non-Exempt

JOB CLASS: Protective Services

**\*\*The City of Burnet Police Department is accepting both TCOLE certified and non-certified applicants. Preference may be given to TCOLE certified officers.\*\***

Please apply at: <https://www.cityofburnet.com/JoinOurTeam>

Salary: \$70,000-\$84,702 Annually

**For non-certified applicants:** This position will be sponsored through an approved TCOLE Police Academy. Upon successful completion of the academy, candidate will enter the Field Training Program. During academy course - applicant will be fully paid at base rate for Police Officer salary range.

**For certified applicants:** Prior service time with other entities will be credited at 50% for entry into the pay scale. Partial years of service will be rounded down.

Shift Differential is \$1.00 an hour for Officers assigned to night shift.

### **JOB SUMMARY:**

This position is responsible for serving and protecting the citizens of the City of Burnet through the enforcement of federal, state and local laws to preserve peace and protect life and property. This is a non-supervisory role that reports to the assigned Police Sergeant. Police Officers have frequent contact with other staff, law enforcement agencies and the general public.

### **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.

- Patrols an assigned area to ensure law compliance and to investigate suspicious activities, individuals or conditions.
- Performs arrests of individuals who violate the law and/or ordinance.
- Subdues violent individuals.
- Enforces City, State, and Federal laws.
- Responds to calls for assistance and provide necessary policy protection.
- Issues traffic citation or warning to individuals violating traffic laws.
- Investigates traffic accidents and directs traffic.
- Conducts preliminary investigation of crimes and crime scenes to uncover and document relevant evidence and/or testimony.
- Conducts searches according to due process procedure and collects physical evidence.
- Interacts with community to establish rapport.
- Enforces traffic and parking laws.
- Responds to calls relayed by Communications Officers, including but not limited to domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.
- Gathers information/probable cause to secure either arrest or search warrants as needed.
- Conducts preliminary investigations into traffic accidents and other incidents, including but not limited to interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.

- Process crime scenes to recognize, collect and preserve evidence.
- Aids and backup support to other officers and emergency service providers as necessary.
- Assists motorists.
- May provide first-aid and CPR to victims as necessary.
- Provides traffic direction as needed for special events such as parades, funerals, athletic events, and school crossings.
- Preparing for and attending court proceedings as necessary.
- Completes all required reports and forms, including accident and incident reports.
- Inspects and maintains assigned patrol car, uniform, and equipment.
- Conducts follow-up investigations.
- Prepares cases for court and provides testimony.
- Serves criminal and court-related paperwork.
- Participating in mandatory and elective training.
- Performs other related duties as required.
- 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.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Familiar with Texas Penal Code, Texas Code of Criminal Procedure, Texas Transportation Code and Texas Family Code.
- Knowledge of City of Burnet Police Department rules and regulations as well as City of Burnet ordinances.
- Knowledge of City, department and safety policies and procedures.
- Knowledge of traffic accident investigation techniques and procedures.
- Knowledge of the geography and streets of the city.
- Knowledge of first aid and CPR techniques.
- Knowledge of the judicial system and court procedures.
- Knowledge of City Ordinance, Federal, State and City laws and statutes.
- Knowledge of Approved practice, principle and procedure of police work.
- Knowledge of Weapons and equipment maintenance.
- Skill in operating computer and police software.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in operating radios and communications equipment.
- Skill in operating radar equipment.
- Skill in evidence packaging.
- Skill in restraining persons without causing physical harm.
- Skill in decision-making.
- Skill in report writing.
- Skill in dealing with the public.
- Skill in oral and written communication.
- Ability to speak, read and write the English language
- Ability to follow law enforcement rules and procedures.
- Ability to memorize and retain information.
- Ability to interact and communicate with others.
- Ability to evaluate information of an uncertain or conflicting nature and make appropriate decisions with Ability to regards to the law and solve problems when all necessary facts are not given.
- Ability to establish and maintain a positive working relationship with fellow employees and the community.
- Ability to safe operation of Police motor vehicles.
- Ability to enforce city, state, and federal laws.
- Ability to pursue and subdue violent individuals.
- Ability to conduct arrests and investigations.
- Ability to transverse uneven terrain.

## MINIMUM JOB REQUIREMENTS

- High school diploma or its equivalent
- Six months experience as a law enforcement officer in Texas is preferred but not required.
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities, and satisfies state statutes.
- Basic certification by the Texas Commission on Law Enforcement is preferred, but not required.
- Valid Texas motor vehicle operator's license and have good driving skills and the capability of being insured by the City's liability insurance carrier.
- Must be able to pass a physical examination, background investigation, drug screen, and psychological test.

## COMPLEXITY

The work consists of related law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work. Officers must display the ability to rapidly make accurate decisions in critical situations.

## PHYSICAL DEMANDS

The work is typically performed while sitting, standing, walking, running, bending, crouching or stooping. The work also requires the ability to climb stairs and to work at varying heights. The employee occasionally lifts light or heavy objects, uses equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color and must have vision acuity to read and recognize objects at various distances. The employee must also use the physical force necessary to arrest and restrain persons.

## WORK ENVIRONMENT

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 and auto; exposure to emotionally stressful, hostile, dangerous, emergency situations and/or condition; outside working conditions with exposure to extreme weather condition. The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to inclement weather, noise, dirt, dust, contagious or infectious diseases, and life-threatening situations. The work requires the use of protective clothing and devices.

### **Job Description Acknowledgement**

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. It is also understood that the City of Burnet is an at-will employer and the employee, or the City may choose to end the employment relationship at any time for any reason in accordance with applicable laws.

The City of Burnet provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type including race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Where applicable, reasonable accommodations may be made in accordance with the American with Disabilities Act (ADA).

I understand and accept the position's requirements and essential duties as listed in this document.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date