



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Department of Public Safety Officer	<b>FLSA:</b>	Non-exempt
<b>DEPARTMENT:</b>	Public Safety	<b>Pay Grade:</b>	9
<b>REPORTS TO:</b>	Public Safety Sergeant	<b>Date:</b>	06/22/2022

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### SUMMARY OF JOB

Under the broad administrative direction of the City Manager, the Public Safety Officer protects City of Ferris residents by providing police, fire, and emergency medical services. This position responds to emergency calls, renders aid, investigates incidents, and completes administrative and incident reports. Performs investigative work and other special assignments; performs various technical and administrative tasks in support of the department. Maintains high visibility in the community to deter and prevent criminal activity and educate the public.

### PRIMARY DUTIES AND RESPONSIBILITIES

- Patrol assigned City areas to assist in the crime prevention efforts, report and respond to suspicious circumstances, traffic violations, and hazards to life or property while enforcing all City, County, State and Federal laws.
- Respond to calls for emergency and non-emergency service, including police protection, fire suppression, and emergency medical treatment.
- Investigate crime, traffic, fire, and emergency medical incidents.
- Complete reports, citations, documentation, and case files promptly
- Mediate or negotiate conflicts and disagreements within the community
- Arrest, charge, and book violators of laws or individuals with outstanding warrants for their arrest; transport to jail, if required
- Present testimony and evidence in municipal and county courts on traffic, civil, or criminal cases
- Assist with Public Safety Department and City-sponsored events, including traffic and crowd control.
- Prepare and present education programs such as "Personal and Fire Safety."
- Gather information in criminal investigations by interviewing and obtaining statements of victims, witnesses, suspects, and confidential informers
- Analyze criminal, emergency, and law violation situations to determine the best method or procedure
- Aid in criminal investigations and law violations using physical evidence, statements, and further evidence gathered within the department and using effective law enforcement techniques
- Clean and maintain vehicles, apparatus, equipment, and station.
- Serve warrants and subpoenas
- Remain aware of current laws and procedures for processing warrants
- File complaints and perform other work related to the processing of misdemeanor and felony complaints
- Establish and maintain good relationships with the public

- Performs other duties aligned with the skills, authority, and pay grade and have been determined to improve city operations

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge:**

- **Public Safety and Security:** Rules and regulations for the protection of people, data, and property, including the use of weapons and force.
- **Investigative Techniques:** Latest technological advancements and trends in law enforcement. Procedures for detecting, collecting, and preserving evidence.
- **Fire Sciences and Equipment:** Fire suppression procedures and techniques, incident stabilization and mitigation, safe operation of hand tools, mechanical tools, and large vehicles. Hose and ladder operation, salvage and overhaul, fire stream development, and fire ventilation, rescue, and inspections.
- **Emergency Medical Treatment:** Principles, processes, and techniques of assessing and rendering aid.
- **Law and Government:** Laws, penal codes, court procedures, precedents, and government regulations and ordinances.
- Principles of effective public relations and relationships with individuals, community groups and other agencies

### **Skill in:**

- Effectively structuring questioning, answering, and listening interactions with people to determine their needs in urgent situations.
- Safe operation of diverse equipment, including vehicles, weapons, radios, computers, and traffic control fire suppression equipment.

### **Ability to:**

- Interpret and apply federal, state and local policies, laws and regulations
- Use a variety of police equipment, including specialized communications and computer equipment
- Follow guidelines for the use and care of police and fire suppression equipment
- Enforce laws firmly, tactfully and impartially
- Respond to requests and inquiries from the general public
- Safely operate department vehicles
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Using computers and various software programs
- Defuse confrontational or hostile individuals
- Maintain an appropriate level of physical fitness
- Work irregular hours, including weekends, holidays, and extended hours in emergency, disaster, or other situations influenced by workload or staffing difficulties

## **SUPERVISORY/BUDGET RESPONSIBILITIES**

- NONE

## **WORKING CONDITIONS**

- Work is performed in a municipal public safety department office and field environments

- May be subject to repetitive motions
- May be subject to extended periods of standing, walking, bending, reaching, crawling, climbing, kneeling, and lifting when responding to emergency police, fire, and medical situations, accident, or investigation
- Must be able to restrain hostile or combative individuals
- May be subject to exposure to extreme weather conditions, hazardous driving conditions, hostile environments, hazardous chemicals and fumes, bodily fluids, infectious diseases, air and waterborne pathogens
- Must be able to lift to 50 pounds and may be required to pull or carry up to 175 pounds
- May be subject to mentally stressful situations

**MINIMUM QUALIFICATIONS**

- High School Graduation with some college coursework or any combination of experience and training which provides the required knowledge, skills, and abilities.
- Basic certification by the Texas Commission on Law Enforcement (TCOLE)
- Basic Firefighter and Driver/Operator certificate from the Texas Commission on Fire Protection (TCFP)
- Basic Emergency Medical Technician certificate from the Texas Department of Health Services (TDHS)
- Valid Texas Driver’s License


**PREFERENCES**

- One (1) year of related experience

**SIGNATURE AND APPROVAL**

**Job Title: Public Safety Officer**  
**Dated: 06-22-2022**

**Approved:**

  
**Brooks Williams, City Manager**

I have reviewed this job description and any attachments and find it a fair description of this position’s demands and duties.

**Agreed:**

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**Employee Signature**