



## JOB DESCRIPTION: Police Officer

CLASS NO. 206

PAY GRADE: 18

FLSA: Non-Exempt

JOB CLASS: Protective Services

**The City of Burnet Police Department is accepting both certified and non-certified applicants for the Police Officer positions available.**

**Please apply at: <https://www.cityofburnet.com/hr/page/available-positions>**

**Salary: \$58,700-\$71,000 Annually**

JOB TITLE: Police Officer

OBJECTIVE:

To serve and protect the citizens of the City of Burnet through the enforcement of state and municipal law. To assist the Chief of Police as necessary to provide for the safety of the citizens of Burnet.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Police Sergeant
2. Directs: Does not supervise any employees.
3. Other: Has frequent contact with other Police Department employees, other law enforcement agencies, and the general public.

GENERAL STATEMENT OF DUTIES:

This position is responsible for the enforcement of federal, state, and local laws, the protection of life and property and preserving the peace.

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

#### Knowledge of:

- 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.
- City Ordinance, Federal, State and City laws and statutes.
- Approved practice, principle and procedure of police work.
- Weapons and equipment maintenance.

#### Skill in:

- 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.
- Memorize and retain information.
- Interact and communicate with others.
- Evaluate information of an uncertain or conflicting nature and make appropriate decisions with regards to the law and solve problems when all necessary facts are not given.
- Establish and maintain a positive working relationship with fellow employees and the community.
- 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 graduation or its equivalent; Basic certification by the Texas Commission on Law Enforcement; six months experience as a law enforcement officer in Texas is preferred but not required; or Any equivalent combination of experience and training which provides the required knowledge, skills and abilities, and satisfies state statutes.

### CERTIFICATES AND LICENSES REQUIRED:

- Basic certification by the Texas Commission on Law Enforcement
- 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.

### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

### OTHER REQUIREMENTS

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.

I have read and understand this position description and the duties identified herein. I understand that duties, responsibilities and activities may change at any time with or without notice. I understand that the duties identified above are not all inclusive. I understand where applicable, reasonable accommodations may be made in accordance with the American with Disabilities Act (ADA).

The following statements are asked to ensure compliance with the Americans with Disabilities Act (ADA). Please check one of the following boxes:

I can perform the essential functions of the job without reasonable accommodation.

I can perform the essential functions of the job with reasonable accommodation.

Describe accommodation required:

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Employee Name

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Date

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Employee Signature

\_\_\_\_\_  
Date

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Human Resources Signature

\_\_\_\_\_  
Date