

CITY OF BRIDGEPORT, TEXAS

POLICE RECRUIT

Job descriptions are intended to describe a range of duties performed by employees in the job and are not intended to reflect all duties performed within the job.

The City of Bridgeport does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. The City is an equal opportunity employer.

FLSA: non-exempt

STARTING PAY: \$20.60/hour

JOB SUMMARY

Under the direct supervision of the Bridgeport Police Department supervisory staff and academy instructors, successfully graduate from police academy and pass the State Of Texas TCOLE examination. Entire responsibility of individual in this job category is to successfully complete the law enforcement academy in order to become a certified Police Officer.

ORGANIZATIONAL RELATIONSHIPS:

1. A Police Cadet establishes and maintains contact with both Police Department staff and other law enforcement personnel.
2. Will report to the Training Coordinator when not affectively involved in Police Academy training.
3. Professionally represents the Bridgeport Police Department as a student of a respective Police Academy.

EXAMPLES OF WORK:

1. When the Police Academy is not in session reports to work at the Bridgeport Police Department Training Unit for assignment.
2. Attends any pre-Academy training activities and receives and demonstrates understanding of classroom and field instruction in report writing, geographical comprehension, and department policies.
3. Attends a respective Police Academy and other police training activities to receive classroom and field instruction in basic police methods, laws, policies, and ordinances.
4. Attends a respective Police Academy regularly and arrives on time.
5. Maintains passing scores as set by the respective Police Academy in all subjects of instruction while attending the Police Academy.
6. Meets or exceeds minimum physical fitness curriculum before and while attending the respective Police Academy.
7. Reports deficiency or difficulties in meeting minimum set standards of the Police Academy to the Training Unit in a timely manner.

8. Performs duties according to the City and departmental safety rules and policies.
9. Performs all other job related duties as assigned or as become apparent.
10. Ability to get along with other employees and the public.

Minimum QUALIFICATIONS, Experience and Certification:

1. Must be a U.S. citizen.
2. Twenty-one (21) years or over upon employment.
3. High school graduate or possession of an equivalent required.
4. Valid Texas driver license with driving record acceptable to City.
5. Must not be currently under indictment for any criminal offense. Have not been convicted of an offense above the grade of a Class B Misdemeanor or a Class B Misdemeanor within the last 10 years. Have never been convicted of any family violence offense.
6. Have not had a dishonorable or bad conduct discharge from any military service

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to effectively analyze police problems and adopt appropriate courses of action.
2. Understand and follow oral and written instructions.
3. Ability to read and understand complex written laws and procedures.
4. Ability to read and interpret assignments, policies, ordinances, state laws, reports, and updates regarding criminal activity. Ability to communicate knowledge and ideas in a clear and concise manner both verbally and in written form.
5. Ability to obtain skill in the use of firearms and other related law enforcement equipment.
6. Knowledge of computers and typing skills.
7. Ability to effectively communicate with Bridgeport Police Department employees, Police Academy Director, teachers, and other Police Academy Cadets in order to discuss assignments, arrange study sessions, and clarify instruction given.
8. Ability to make accurate and objective observations and recall the observations.
9. Skills and ability to perform the essential tasks of a Police Officer as identified by the Bridgeport Police Department, the respective Police Academy, and the Texas Commission of Law Enforcement.
10. Ability to remain alert and perceive details and changes in surroundings.
11. Ability to operate equipment used in the work.

REQUIRED TRAINING:

Must achieve successful graduation from the Police Academy to continue as an employee.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Must be able to pass physical ability tests and must be able to perform strenuous work under hazardous and adverse weather conditions. Work environment varies and at times may be extreme. Ability to perform strenuous tasks requiring muscular strength and coordination and cardiovascular endurance. While participating in the Police Academy, the employee may frequently sit for extended periods of time. Occasionally stand; walk; use hands to handle or feel objects, tools, and controls; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl.

Stand/Walk: Very frequent walking to respond to classroom and field activities. Frequent running required to maintain the minimum requirements as set by the respective Police Academy.

Run: Runs sufficient to meet the requirements of the respective Police Academy.

Sit: Sitting at computer for classroom instructions and testing.

Talk/Listen: Hearing sufficient to understand normal conversation in person, on the telephone, and police radio.

Dexterity: Physical dexterity sufficient to drive vehicle, manipulate computer keyboard, use issued equipment, and handle all required department firearms with precision and accuracy.

Climb/Balance: Occasional climbing of stairs, walls, embankments and buildings as required by the respective Police Academy.

Stoop, Crawl/Kneel/Crouch: Occasional maneuvers around, through, or under various obstacles.

Lift/Move/ Push/Pull: May move heavy equipment and persons. Load and unload equipment from a vehicle, including lifting object of 50-100 pounds. Bend or stoop to retrieve materials weighing up to 50-100 pounds.

Exerting: 76-100 pounds seldom.

Exerting: 31-75 pounds occasionally

Exerting: 0-30 pounds frequently.

Vision: Visual acuity in each eye sufficient to read license plate numbers and describe suspects and vehicles accurately at night using only streetlight or vehicle headlights. Visual acuity in each eye sufficient to accurately direct firearms discharges at appropriate target when vision correction devices are lost or destroyed.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Field Training Officer and/or a Police Sergeant.

Exercises no supervision.

CURRENT BENEFITS

The City offers all regular full time employees the following benefits: participation in the Texas Municipal Retirement System where the City matches employee contributions 2:1; nine paid holidays plus three paid floating personal days; paid vacations and sick days; and a sick day pool. The City pays for the entire portion of the employee's health and vision insurance as well as a large portion of the dependent's coverage. Dental insurance is offered to the employee & their family. The City has a telemedicine plan available to the employee & their family at no charge. Employees are provided with \$30K life/ADD insurance with an option to purchase additional and/or dependent coverage. The City has access to a 457(b) retirement savings plan as well as AFLAC, pre-paid legal insurance and an HSA savings account. Additionally, the City provides a **\$200/month benefit allowance** to its full time employees to assist in paying for the employee's portion of benefits. The City pays a monthly cell phone allowance and offers extra pay for bilingual employees as applicable.

DISCLAIMERS

This job description is:

1. Intended to describe the general nature and level of work being performed by any employee assigned to this job title. It is not intended to be a complete list of all job duties, responsibilities, and/or behaviors of employees in this job. It is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.
2. Not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under their supervision.
3. Not an employment agreement or contract. The City of Bridgeport has the exclusive right to alter this job description at any time without notice.

A criminal history, driver's license check and drug test are required for employment.

In compliance with the Americans with Disabilities Act, the City of Bridgeport will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential

accommodations with the employer.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Bridgeport. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Signature / Approval

Date: _____

Employee

Employee's Printed Name