

## CITY OF BRIDGEPORT, TEXAS

### POLICE OFFICER

*Job descriptions are intended to present a descriptive list of the 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:** \$22.40/hour DOQ

#### **JOB SUMMARY**

Under general supervision, to perform law enforcement and crime prevention work for the protection of life and property; to maintain order, enforce laws and ordinances, protect life and property within the city by performing a combination of duties: suppressant crime patrol, directing traffic, issuing citations, summonses, investigating traffic accidents, apprehending and arresting suspects, processing prisoners, and protecting crime scenes; and to perform general and specific assignments from superior officers in accordance with established rules and procedures.

#### **SUPERVISION RECEIVED AND EXERCISED**

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

Exercises no supervision.

#### **ESSENTIAL FUNCTIONS** – *Duties may include, but are not limited to, the following:*

1. Patrols assigned area enforcing State and municipal laws and ordinances and responds to requests for assistance from the public and other law enforcement agencies.
2. Follows the prescribed chain of command within the Department and follows instructions and guidance as ordered or recommended by the chain of command.
3. Maintains constant radio contact with the communications center; responds to a variety of calls for public service; conducts preliminary investigations of crimes, accidents and disturbances; and apprehends arrests and books suspects.
4. Logs and prepares reports of all calls answered, arrests made, investigations conducted and any unusual incidents observed; completes required reports in a manner set forth by Department policy and guidelines.

5. Makes traffic stops and issues warnings and citations for violations; directs vehicle and pedestrian traffic in emergency or congested situations.
6. Testifies in court regarding cases in which the officer has been involved.
7. Performs the duties required of special assignments such as crime scene investigation, traffic investigation, investigative work, training, consulting, public relations, and crime prevention work.
8. Renders first aid and assistance for medical emergencies when necessary.
9. Works any shift or extra assignment that is assigned during any hour of the day as needed.
10. Adheres to the Code of Conduct on duty and off, makes ethical decisions that conform to applicable laws, department policy and guidelines, and has the knowledge to notify a supervisor when situation demands such notification.

**Marginal Functions:**

1. Assists individuals with mobility impairments when appropriate.
2. Assists in capturing, destroying animals when appropriate.
3. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of law enforcement.

Department weapons as well as his/her duty weapon and be able to qualify with these weapons.

Basic oral and written communication skills required for report writing, verbal explanations of the law and court testimony.

The common rules of safety in the work place.

Pertinent Federal, State and local laws, codes and regulations.

Basic Peace Officer standards of conduct and public relations.

Location of city streets.

**Skills:**

Using and maintaining firearms and all police related equipment.

Operating motor vehicles, especially at high rates of speed, using defensive driving.

**Ability to:**

Maintain a level of physical fitness to meet department standards.

- Maintain the standards set forth in the Code of Conduct while on duty and off.
- Establish and maintain effective working relationships with supervisors, employees, and the public.
- Apply principles and procedures of law enforcement.
- Operate all department equipment and vehicles.
- Communicate clearly and concisely, both orally and in writing.
- Complete required reports in a manner set forth by department policy and guidelines.
- Work any shift or extra assignment that is assigned during any hour of the day.
- Think and act quickly in emergency situations, assess the situations accurately and apply street wisdom, police training and proper conduct in stressful situations.
- Learn police code and operation of a two-way radio.
- Make accurate observations, document and communicate details, and recognize hazards, potential hazards, and crime problems.
- Understand and follow written and oral directions and established police procedures.
- Deal tactfully and effectively with members of the community and explain laws, rules and regulations.
- Meet the physical and psychological standards required to perform police officer duties.
- Accurately communicate details of a situation in courtroom testimony.
- Learn procedures and techniques involved in specialized police work such as crime scene investigations, traffic investigations and detective work.
- Learn and enforce the applicable Federal, State and Municipal codes and Motor Vehicle Codes, including laws of arrest, search and seizure.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - *Walking, standing or sitting for extended periods of time*
  - *Walking, running, and various forms of physical exertion*
  - *Lifting light to heavy objects or individuals*
  - *Pursuing and overcoming resistance of suspects*
  - *Operating assigned equipment.*
- Maintain effective audio-visual discrimination and perception needed for:
  - *Making observations*
  - *Communicating with others*
  - *Reading and writing*
  - *Operating assigned equipment and vehicles.*

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

No prior experience is required.

#### **Training:**

Equivalent to a High School diploma or G.E.D. required.

**License or Certificate**

Must possess, or have the ability to obtain immediately, an appropriate, valid Texas driver's license.

Must possess basic certification from TCOLE as a Peace Officer.

**WORKING CONDITIONS**

**Environmental Conditions:**

This position involves exposure to extremely disagreeable working conditions at crime and accident scenes including exposure to accident hazards which may result in permanent injury or death in instances including, but not limited to, physical restraint of hostile subjects. This position involves occasional exposure to physical hazards and working in all weather conditions, inside and outside, in light or dark.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for lifting, standing, walking, running, climbing, or sitting for prolonged periods of time and operating motorized vehicles. Physical condition also requires the ability to perform defensive and/or other hand-to-hand combat tactics.

**BENEFITS**

The City currently offers all 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