



## City of Richland Hills, Texas

3200 Diana Drive | Richland Hills, TX, 76118

817-616-3800 | richlandhills.com

### JOB DESCRIPTION

POSITION TITLE: Police Officer (Non-Certified)  
FLSA CATEGORY: Non-Exempt

DEPARTMENT: Police  
PAY CLASS: 211

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY**

Uniformed patrol works in partnership with the community to maintain law and order, protect members of the public and their property. Perform general patrol functions for designated area for the purposes of deterrence and observation, maintaining a safe and secure environment.

#### **ESSENTIAL FUNCTIONS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Observe patrol area for statutory violations, perform traffic enforcement to include issuing citations for violations, request warrant checks and license checks by communication personnel, detain suspicious persons for further investigation, serve arrest and search warrants, transport prisoners as needed, seize, test, weigh and store evidence from investigations, interview and interrogate witnesses.
2. Answer and respond to citizen calls for service including visiting with the complaining witnesses, perform investigations through observation, discussion with witnesses or other techniques, taking reports and signing complaints.
3. Conduct security checks and respond to various residential and business alarms; assist Fire-EMS department as necessary.
4. Maintain and use assigned uniforms and equipment including vehicles, handguns, taser and radar equipment, report any maintenance issues as needed.
5. Follow departmental and city safety guidelines and attend training as required and provided and participate in emergency management activities in the event of an emergency.
6. Prepare official reports.

7. Appear and testify in court and coordinate with attorneys and other law enforcement agencies as needed.
8. Available for special assignments as requested; may also serve in schools, Criminal Investigation Unit (CIU) or other areas as needed.
9. Must be able to meet and maintain all job functions of a police officer including the physical requirements.
10. Represent the department in a professional manner and provide a positive role model on and off duty.
11. Perform additional related duties and responsibilities as assigned.

### **REQUIRED KNOWLEDGE**

- Federal laws, State laws, local laws and ordinances
- Principles and procedures of crime prevention and investigation
- Principles and practices of tactical operations
- Principles of business writing and report preparation
- Policies and procedures of assigned department

### **REQUIRED ABILITIES**

- Communicate clearly and concisely, both orally and in writing
- Maintain a strong command presence, taking effective action in emergency situations
- Operate motorized equipment and assigned vehicles
- Discharge a firearm
- Maintain all skills, knowledge, training and physical requirements of a police officer to adequately and safely perform law enforcement duties
- Effectively use necessary software and databases
- Effectively take offensive and/or defensive action during physical confrontations
- Work independently with minimal supervision
- Work well in a team environment
- Resolve problems with sensitivity for the feelings of others
- Command respect and maintain discipline
- Apply common sense in pressure situations
- Maintain confidentiality
- Use independent thinking in complex environments
- Maintain professional behavior in troublesome situations

- Establish and maintain effective relationships with public and other city departments
- Exhibit emotional stability and courage to perform potentially dangerous law enforcement duties under stress, responding quickly and calmly in emergencies
- Maintain mental capacity that permits making sound judgments regarding work in challenging situations and when dealing with potentially explosive situations
- Demonstrate intrinsic motivation, high ethical and moral standards
- Work a 12 hour shift and maintaining regular, reliable attendance
- Clear a post-offer physical, drug test, polygraph, psychological, criminal background and other appropriate testing and requirements.

### **EDUCATION, EXPERIENCE AND TRAINING**

*Any equivalent combination of education, training and experience that would likely provide the required knowledge, skills and abilities to successfully perform the essential functions of the job is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education and/or Experience:**

This position requires a high school diploma or GED equivalent.

#### **License or Certificate:**

Possession of an appropriate, valid Texas driver's license without restrictions except "A."  
Ability to obtain a TCOLE Basic Peace Officer Certification.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Lieutenant and supervision from a Patrol Sergeant.  
Does not exercise supervision.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Work is performed within field environment working out of a vehicle patrolling the community. This includes exposure to computer screens; exposure to all weather conditions and under sometimes extreme weather conditions, traffic, and emergency situations with exposure to a variety of safety hazards, noise, work on slippery or uneven surfaces, work with or in water; in or near vehicle traffic; exposure to dust, fumes, and outdoor elements hot and cold and exposure to dangerous call situations. May also have to lift and/or carry various objects or people; Frequent exposure to physical and verbal abuse, and vehicle traffic when making stops. In addition to outdoor environment, work is also performed in a sedentary office environment with exposure to computer screens and required frequent phone and personal contact with the public and those in and outside the department is required; Frequent phone and personal contact; Frequent overtime often without or little advance notice requiring flexible work hours involving evenings, weekends and holidays.

**Physical Conditions:**

Essential and other important responsibilities and duties require maintaining physical condition necessary for adequate physical performance abilities including moderate and heavy lifting; bending, stooping, kneeling, crawling, climbing; sitting for prolonged periods of time to active engagement of a suspect; both hands and both arms, the use of legs; running, walking, standing; finger/manual dexterity is essential; required to drive within the city. May be required to take offensive and/or defensive action during physical confrontations; adequate speech, hearing and eyesight required; carry, push, pull, drag or hold moderate to heavy weighted objects; visual acuity and ability to distinguish color, wearing and using proscribed safety gear and following all department safety regulations and policies. When not engaged in emergency operations, works under station and office conditions.

*THE CITY RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.*

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Employee Signature

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Date