



JOB DESCRIPTION

JOB TITLE:	DPS Officer (Not Triple-Certified)	FLSA:	Non-exempt
DEPARTMENT:	Department of Public Safety	Pay Grade:	8A
REPORTS TO:	DPS Sergeant	Date:	10/01/2024

SUMMARY OF JOB

Under the general supervision of the Director of Public Safety, the Public Safety Officer performs a wide variety of police and law enforcement activities. This includes providing public protection services on a routine basis; arbitrating disputes; protection and recovering property; and patrolling the City of Ferris to prevent, detect and investigate criminal violations of federal, state, and local laws.

The applicant within 24 months of start date is required to obtain a basic Firefighter certificate from the Texas Commissions on Fire Protection (TCFP) and a Basic Emergency Medical Technician certificate from the Texas Department of Health Services (TDHS). The City of Ferris will sponsor the applicant through the process. Failure to meet these requirements will result in termination of employment with the city.

PRIMARY DUTIES AND RESPONSIBILITIES

- Enforce City Ordinances, State and Federal Laws
- Make ethical decisions that conform to applicable laws, Department Policy, Regulations, etc., without supervision
- Work well with the public, other agencies, and coworkers daily, communicating effectively, maintaining alertness, composure, helpful attitude and professionalism in all circumstances, including stress, verbal abuse, criticism, and/or other adverse conditions.
- Adapt toward procedures, programs, regular and special assignments.
- Attend all courts as scheduled or requested.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Code of Criminal Procedures
- Penal Code
- Transportation Code
- Rules and regulations for the protection of people, data, and property, including the use of weapons and force.
- Latest technological advancements and trends in law enforcement. Procedures for detecting, collecting, and preserving evidence.
- Laws, court procedures, precedents, and government regulations and ordinances.
- Principles of effective public relations and relationships with individuals, community groups and other agencies

Skill in:

- Comprehensive knowledge of department Standard Operating Procedures and Emergency Medical Protocols.
- Ability to analyze emergencies and react quickly, calmly, and correctly to act effectively, giving due regard to hazards and circumstances.
- Ability to function effectively in emergencies.
- Ability to respond in person to emergency events as requested.
- Ability to speak, read, and understand English and possess good verbal and written skills.
- Establish and maintain effective, cooperative working relationships with City employees, officials, and representatives from other local, state, and federal agencies.
- Understand and follow the department's policies and procedures regarding chain of command reporting.
- Ability to maintain accurate logs, activity reports, and other records.

Ability to:

- Investigate effectively, gather statements/information from victims, witnesses, and suspects for report completion.
- Perform defensive and/or other hand-to-hand combat tactics.
- Begin and seek out work without supervision.
- Recognize, identify, and preserve crime scenes.
- Conduct accurate, thorough, and complete investigations.
- Qualify with pistol, rifle, and shotgun.
- Demonstrate competent weapons proficiency to include qualifying with pistol, rifle and shotgun. Clean and maintain duty weapons.
- Follow a chain of command and instructions, receptive to supervision.
- Communicate effectively, both orally and in writing.
- Work irregular hours, including weekends, holidays, and extended hours in emergency, disaster, or other situations influenced by workload or staffing difficulties.
- Use a variety of police equipment, including specialized communications and computer equipment.
- Respond to emergency and non-emergency service calls for assistance.
- Defuse confrontational or hostile individuals.
- Maintain an appropriate level of physical fitness.

WORKING CONDITIONS

- Load and unload police equipment from a vehicle, including lifting objects weighing 50 pounds or more from trunk, back seat, etc.
- Carry or drag injured persons.
- Administer CPR/first aid in emergency medical situations.
- Use force to open jammed vehicle doors, free fenders from tires.
- Remove from roadway objects posing traffic hazards, e.g., debris, tree limbs, loose livestock, dead animals.

- Assist ambulance personnel in carrying victims under adverse conditions, e.g., up/downstairs, over rough terrain, out of creeks, etc.
- Apply proper forced entry techniques to gain entry.
- Chase suspects for extended distances (over one hundred yards) over adverse terrain e.g., rugged fields, alley ways, over fences, etc.
- Climb buildings, crawl through windows, climb ladders, walk on rooftops to search for criminal entry, evidence, or suspects.
- Drive safely in adverse conditions, e.g., rain, snow, sleet, ice, darkness, etc. even at high speeds.
- Engage in safe high-speed driving while pursuing suspects or responding to calls.
- Operate a motor vehicle for extended periods of time (several hours).
- Apply appropriate or needed use of force to individuals in the following circumstances: mutual combat, pushing or shoving (crowd control), those under the influence of hallucinogens or other behavior-altering drugs, those suffering from psychosis or other violent mental disorder.
- Search for persons/vehicles for weapons, evidence, contraband.
- Search buildings in dark or low-light conditions.
- Work in congested traffic in and out of a police vehicle.
- Conduct crash investigations and complete required reports.

PREFERRED

- Previous law enforcement experience

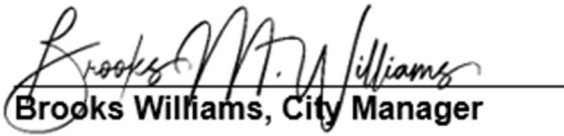
MINIMUM QUALIFICATIONS

- Basic certification Texas Commission on Law Enforcement (TCOLE) OR
- Currently Enrolled in BPOC (Basic Police Officer Course) nearing course completion
- Valid Texas Driver's License

SIGNATURE AND APPROVAL

Job Title: DPS Officer
Dated: 10-01-2024

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:

Employee Signature