

JOB TITLE: **PUBLIC SAFETY OFFICER**

APPROVED: \_\_\_\_\_

DEPARTMENT: Police

CLASS CODE: 01073

CIVIL SERVICE: X NON-CIVIL SERVICE:

EFFECTIVE: 3/16/15

COMPETITIVE: X NON-COMPETITIVE:

EXEMPT: NON-EXEMPT: X

FULL TIME: X PART-TIME:

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**JOB SUMMARY:** Under supervision, the Public Safety Officer is responsible for performing non-emergency public contact functions within the Richardson Police Department. This job function will be performed both in the station and in the field.

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**ESSENTIAL JOB FUNCTIONS:**

- Take offense reports both in person and by phone, collecting the needed factual information to complete the report.
- Patrol in assigned vehicle. Respond to traffic crash scenes, stranded motorists, traffic hazards, and take delayed criminal offense reports.
- Enforce certain parking violations.
- Assist police officers at crash scenes and crime scenes.
- Tow abandoned vehicles, wait for wreckers at crash scenes, move stalled vehicles from the roadway.
- Enter incident reports into the Records Management System.
- Assist officers with crowd control at fires, disasters, and special events.
- Assist the desk officer as needed.
- Pick up abandoned bicycles and other found property which may include lifting and carrying large bulky items and deliver them to property.
- Work well with the public and coworkers daily, communicating effectively, maintaining composure, helpful attitude and professionalism in all circumstances.
- Concentrate on assigned task(s) through many distractions.
- Follow a chain of command and instructions, and be receptive to supervision at all times, including comprehending and executing orders during emergency situations and abiding by all Written Directives.
- Walk long distances to search for missing persons/suspects/evidence; may include searching difficult areas such as woods, creeks, construction sites, etc.
- Assist with traffic control with a flashlight or hand signals for more than one hour at a time.
- Set up roadblocks using traffic barriers other than cars, e.g., cones, sawhorses, signs, etc.
- Load and unload police equipment from a vehicle, including lifting objects weighing 50 pounds or less from trunk, back seat, etc.
- Begin and seek work without supervision.

- Recognize the need for supervisory intervention and seek it when needed; keep supervisors informed of relevant activity.
- Operate a motor vehicle for extended periods of time (several hours).
- Utilize correctly a mobile radio and a Mobile Computer Terminal.
- Squat, stoop, kneel and/or crawl in locating and recovering items of evidence from under, behind larger items or in tight restrictive spaces.
- Work indoors/outdoors in extreme temperatures and in all weather conditions.
- Work any day of the week, any hour of the day, including extra assignments as needed.
- Assist fellow employees without being asked.
- Respond positively to constructive criticism.
- Behave in a manner conducive to high morale; express enthusiasm for work assignments, personnel, and management.
- Complete all reports and paperwork promptly, legibly, accurately, thoroughly, neatly, and with correct grammar and spelling.
- Follow through on assignments in a timely manner.
- Develop, utilize and recommend methods for work improvement.
- Use and maintain departmental equipment safely and properly.
- Observe and report hazardous conditions.
- Arrive at work on time and in assigned area.
- Maintain appropriate dress and acceptable personal hygiene.
- Carry/wear appropriate extra equipment such as body armor.
- Maintain work area neatly, safely, in organized fashion.
- Display self-confidence with conduct reflecting favorably on the Department.
- Comprehend and perform applicable Department orders, both written and oral.
- Must not pose a threat to the health or safety of self or others.
- Competently perform under stress when confronted with high priority situations and distractions.
- Perform a variety of tasks, often changing quickly from one task to another without loss of efficiency and composure.

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**OTHER JOB FUNCTIONS:**

As required by department supervision and written policy.

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**REQUIRED EDUCATIONS, DEGREES, CERTIFICATES, AND/OR LICENSES:**

High School diploma required; GED acceptable if augmented with 60 college credit hours. Texas Driver's License without restriction (except "A") required. Must be a US citizen. Must be 18 years of age.

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**EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:**

A minimum of two years' of work experience is required; Sixty (60) hours of college credit may be substituted for the required work experience. Must have the ability to: think clearly and act effectively in stressful situations, quickly make sound and logical decisions; prioritize tasks effectively; solve problems; observe and recall incident details including, physical characteristics, locations, names and dates. Must have physical and cognitive abilities to perform required essential functions. Must have aptitude for law enforcement work. Must be able to pass: background check on previous employment, motor vehicle record check, drug screening, polygraph test, and a physical abilities test.