

CITY OF RICHARDSON

JOB TITLE: **APPRENTICE POLICE OFFICER**
DEPARTMENT: Police
CLASS CODE: 01022
CIVIL SERVICE: NON-CIVIL SERVICE: X
COMPETITIVE: X NON-COMPETITIVE:
EXEMPT: NON-EXEMPT: X
FULL TIME: X PART-TIME:

APPROVED:
EFFECTIVE: 02/06/2019

JOB SUMMARY:

Under direct supervision, undergo assigned basic training instruction and assigned field training in a police vehicle on patrol. Undergo instruction with participation in the enforcement, detection and crime prevention under the laws of the City, State, and the United States. Perform other related work as required.

ESSENTIAL JOB FUNCTIONS:

- Successfully complete all assigned training required for State Certification and promotion to Police Officer.
- Work under the direction of a Field Training Officer.
- In the final training stages, work alone by performing acceptably the basic tasks of a Police Officer.
- Enforce appropriate City Ordinances, State and Federal laws, all Written Directives.
- Make ethical decisions that conform to applicable laws, Departmental Policy, Regulations, etc., without supervision when appropriate.
- Work well with the public 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.
- Provide police services and assistance.
- Follow a chain of command and instructions, receptive to supervision.
- Immediately comprehend and execute orders from a supervisor in emergency situations.
- Adapt toward procedures, programs, regular and special assignments.
- Begin and seek out work without supervision.
- Recognize the need for supervisory intervention and seek it when needed; keep supervisors informed of relevant activity.
- Recognize, identify, and preserve crime scenes.
- Conduct accurate, thorough, and complete investigations.
- Load and unload police equipment from a vehicle, including lifting objects weighing 50 pounds or less from trunk, back seat, etc.
- Raise a pistol, rifle, or shotgun to aim at a subject for an extended period of time without firing.
- Shoot a pistol, rifle, or shotgun; discharge tear gas canisters.
- Demonstrate competent weapons proficiency. Clean and maintain duty weapons.
- Use a baton to control hostile subjects.
- Perform defensive and/or other hand-to-hand combat tactics.
- Display proficiency in officer survival and safety tactics.
- Physically restrain 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.
- Use armlock/wristlock/neck restraint on an individual when necessary.
- Wrestle with hostile subjects when necessary.
- Physically hold unwilling subjects until help arrives.
- Apply handcuffs to unwilling subjects.
- Physically take away knives, guns, clubs, or other weapons from aggressive subjects.
- Physically assist drunks in walking, entering police car.
- Forcefully grab subjects by the arm to lead them away.
- Search person/vehicles for weapons, evidence, contraband.
- Search buildings in dark or low-light conditions.
- Search storm sewers, tunnels for suspects/missing persons.
- Use forced entry techniques such as breaking down doors.

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Essential Functions, cont'd.

- Conduct foot patrol.
- Chase suspects for extended distances (over 100 yards) over adverse terrain e.g. in rugged fields, alleyways, over fences, etc.
- Run up and down flights of stairs/steps to assist other officers or apprehend subjects.
- Break up fights between/among: prisoners in jail; citizens at bars, restaurants, athletic events, other public places and events.
- Carry or drag: injured persons; reluctant protesters and sit-down strikers from protest area.
- Climb buildings, crawl through windows, climb ladders, walk on rooftops to search for criminal entry, evidence, or suspects.
- Walk door-to-door seeking information about a crime or subject.
- Walk long distances (over 1/4 mile) to search for missing persons/suspects/evidence; may include searching difficult areas e.g. in woods, creeks, constructions sites, etc.
- Participate in stakeouts in confining or uncomfortable areas e.g. in trees, bushes, on ledges, etc.
- Physically assist seizure victims to prevent injury.
- Administer CPR/first aid in emergency medical situations.
- Assist ambulance attendants in carrying victims under adverse conditions, e.g. up/down stairs, over rough terrain, out of creeks, etc.
- Direct or control traffic with a flashlight or hand signals for more than one hour at a time.
- Stand on hard surfaces for long periods of time (over 1 hour) performing guard/security duties.
- Enter and exit a police vehicle quickly.
- Operate speed detection radar, video camera, and mobile radio.
- Type on a mobile data terminal or computer.
- Drive safely under adverse conditions, e.g. in rain, snow, sleet, ice, dark, 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).
- Work in congested traffic in and out of a police vehicle.
- Set up roadblocks using traffic barriers other than cars e.g. using cones, sawhorses, signs, etc.
- Search the area of an accident to determine the cause.
- Examine vehicles for Accident Reports.
- Physically push vehicles off roadways, out of ditches and mud holes, etc. using bodily force.
- 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.
- Change car tires.
- Fight vehicle fires.
- Observe gruesome sights, e.g. deceased persons, battered children, etc., without losing composure.
- Perform duties acceptably after long hours (over 24) without sleep during emergency situations.
- Attend all courts as scheduled or requested.
- Verbally articulate testimony in court.
- Work in all weather conditions, inside and outside, in light and/or dark.
- Work any day of the week, any hour of the day, and extra assignments as needed.
- Communicate effectively via police radio, telephone, and in person, with citizens, coworkers, supervisors, and instructors, including persons of diverse backgrounds, without bias or prejudice.
- Assist fellow employees without being asked.
- Share recognition for work done jointly.
- Effectively share work information.
- Respond positively to constructive criticism.
- Behave in manner conducive to high morale; express enthusiasm for work assignments, environment, personnel, and management.
- Complete all reports and paperwork promptly, legibly, accurately, thoroughly, neatly, and with correct grammar and spelling.

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Essential Job Functions, cont'd.

- Follow through on assignments in a timely manner.
- Develop, utilize and recommend methods for work improvement.
- Obtain useful information during interviews and interrogations.
- Develop and adequately utilize sources of information.
- Use and maintain departmental equipment safely and properly.
- Observe and report hazardous conditions.
- Maintain an acceptable physical fitness level, including visual acuity correctable to 20/40 with a slight degree of color blindness allowed (subject to review), normal hearing range.
- Arrive at work on time; work in assigned area (beat).
- Maintain appropriate uniform and acceptable personal hygiene.
- Carry/wear appropriate extra equipment other than a gun belt, e.g., bulletproof vest, shotgun, etc.
- Maintain work area neatly, safely, in organized fashion.
- Display self-confidence and authoritative manner, with conduct reflecting favorably on the Department.
- Must not pose a threat to the health and safety of self or others.

OTHER JOB FUNCTIONS:

- Assist individuals with mobility impairments as needed.
- Assist person with disabilities onto bed or stretcher.
- Assist citizens with clean-up after break-ins or vandalism, clearing debris from storm damage, etc.
- Assist in carrying fire fighting equipment, victim rescue, fire fighting when needed.
- Assist in capturing, destroying animals when appropriate.
- Assist in delivering babies when needed.
- Fuel and service police vehicle.
- Assist in setting up training equipment, e.g., firing range, driving course, etc.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

High School diploma required; G.E.D. acceptable if augmented with 60 college credit hours. College degree preferred. Texas Driver's License, Class C, without restriction (except "A") required. Must be U.S. citizen. Must be at least 20 years and 180 days of age at time of application.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

Two years' full-time work experience required; Bachelors degree (or higher) may be substituted for work experience. Must be able to pass: a background check on previous employment; motor vehicle record check; pre-employment examinations including written and oral exams, physical fitness test, drug screening, and a polygraph; and post-offer physical and psychological medical examinations. Must have: aptitude for law enforcement work; ability to think clearly and act effectively in emergency situations, making sound and logical decisions quickly; good prioritizing and problem-solving abilities; ability to observe and remember details of incidents, names, and faces; physical agility and good cognitive abilities required for successful performance of Essential Functions.