

Job Title:	Public Safety Officer II	Position Type:	Full Time / Non-Exempt
Division:	Patrol	Department:	Public Safety

Description of Work

ROLE AND RESPONSIBILITIES

General Definition: Performs law enforcement, crime prevention, fire suppression, fire prevention, and rescue duties on an assigned shift, and performs related other duties as assigned by the department head or designee. May be assigned as School Resource Officer.

Supervision Received: Work is performed under general supervision of a Public Safety Captain and lead of a Public Safety Sergeant.

Supervision Exercised: Assumes supervisory function on shift when corporal or sergeant is unavailable. May assist in training new officers.

Examples of Duties: Patrols an assigned area to prevent crime, accidents, and fires and to enforce laws and ordinances. Responds to emergency calls, fire calls, rescue calls, and routine calls and complaints and takes actions as necessary. Makes arrests, issues citations, direct traffic, investigates traffic accidents and crimes against persons and property. Gathers and labels evidence and other property, takes photographs and finger prints. Questions witnesses and suspects and takes statements and dispositions. Guards and transports prisoners and persons unable to care for themselves, such as mentally ill or disturbed. Testifies in Court. Connects and carries fire hoses; carries and sets up ladders; directs water and chemicals on burning structures, vegetation, vehicles, and other objects; ventilates buildings, conducts salvage operations, effect rescue, administers emergency medical aid. Operates fire suppression equipment and devices. Keeps records of activities and makes reports concerning crimes, fires, complaints, accidents and investigations. Performs maintenance on vehicles, equipment and facilities. Addresses and works with community groups to promote good public relations, crime prevention and fire prevention; participates in crime and fire prevention inspections and educational programs. Participates in and performs duties in civil defense/preparedness activities as assigned by the City Emergency Preparedness Plan. Perform security at school campuses.

MINIMUM QUALIFICATIONS

Knowledge: Knowledge of the principles, methods, and practices used in crime prevention, patrol activities, and criminal investigation; knowledge of federal, state, and local law as it relates to municipal public safety; knowledge of departmental policies, rules and regulations; knowledge of emergency medical procedures; knowledge of basic medical terminology; knowledge of fundamentals of water hydraulics; knowledge of human anatomy, pathology and physiology principles; knowledge of interviewing techniques and methods; knowledge of safety regulations applicable to the operation of motor vehicles; knowledge of basic firefighting techniques; knowledge of basic self-defense techniques; knowledge of weapon handling techniques.

Skills: Skill to communicate in writing; skill to communicate orally; skill in reading and interpreting maps; skill in performing work requiring strength and agility in all weather conditions; skill in preventative and minor maintenance repair on equipment; skill in interpreting statutes, ordinances, codes and policies; skill in operating pneumatic power tools and equipment; skill in driving emergency vehicles; skill in assessing patient’s condition through vital signs, patient appearance and patient self-reporting; skill in recognizing and responding to complications associated with accidents, cardiac arrests, etc.; skill in using hand tools to perform manual labor tasks; skill in maintenance and operation of air and oxygen breathing equipment.

Abilities: Ability to analyze public safety problems and to plan corrective policies and procedures; establish and maintain effective working relationships; prepare accurate, detailed reports; and to communicate effectively with the public. Ability to respond to call-backs and remain on-call; perform extensive physical activities; ability to lift weight in excess of 150 pounds; work in all types of weather conditions; and to perform highly hazardous work; ability to obtain approval for bonding. Shoot a pistol, rifle, shotgun, or other weapon; discharge tear gas canisters when needed and 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 disorders. Wrestle with hostile subject. 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 persons/vehicles for weapons, evidence and 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. Conduct foot patrol. Chase suspects for extended distances (over 100 yards) over adverse terrain e.g., rugged fields, alley ways, over fences, etc. Run up and down flights of stairs to assist other officers or apprehend subjects. Break up fights between/among prisoners; 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 and long distances (over ¼ mile) to search for missing persons/suspects/evidence; may include searching difficult areas, e.g., 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 and AED 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, mobile radio, and other equipment in an assigned vehicle. Drive safely under adverse conditions, e.g., 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., cones, sawhorses, signs, etc. Search the area of an accident to determine the cause. Type on a computer. Physically push vehicles off roadways. 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 acceptable 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, 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. Behave in a manner conducive to high morale; express enthusiasm for work assignments, environment, personnel, and management. Use and maintain departmental equipment safely, and properly, including all police and fire gear and equipment. Maintain appropriate uniform and acceptable personal hygiene. Carry/wear appropriate extra equipment other than a gun belt, e.g., bulletproof vest, shotgun, bunker gear, air packs and firefighting equipment. Must not pose a threat to the health and safety of self or others. Input, retrieve, and maintain information, reading from both computer screens and printouts. Maintain various card/paper files. Prepare monthly statistical reports by hand and by computer. Operate a motor vehicle with occasional overnight travel for training and/or multi-site repairs. Effectively share information. Hearing in the normal range. Make ethical decisions that conform to applicable laws, Departmental Policy Regulations, etc., without supervision. Comprehend and apply city policies and procedures. Escort prisoners from one area to another, including out-of-building escorts to the Municipal Court. Fingerprint, photograph, handcuff and physically search prisoners. Collect, accurately count money and make change. Answer and place telephone calls. 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. Obtain useful information during interviews

and interrogations. Develop and adequately utilize sources of information. Maintain an acceptable physical fitness level, including visual acuity correctable to 20/20 without color blindness. Arrive at work on time; work in assigned area. Maintain work area neatly, safely and in organized fashion. Display self-confidence and authoritative manner with conduct reflecting favorably on the department. Operates fax machines, copiers, and scales. Search files and assemble information. Use hand tools such as hammers; saws, pliers, electric drills, scissors, tweezers and forceps in the recovery and processing of evidence items. Use of measuring tapes, rulers and roll-o-tape to measure and record the location of objects and proximity to other objects at a scene. Work in close proximity to dead bodies in various stages of putrefaction to recover and record evidence, photographing and video-taping the scene. Load and unload equipment or impounded items in and out of a vehicle. Squat, stoop, kneel and/or crawl in locating and recovering items of evidence from under, behind larger items or in tight, restrictive spaces. Be flexible as to duty hours and call-outs as required. Successfully complete all assigned training required for state certification. Work well with the public and co-workers daily, maintaining alertness, composure, helpful attitude and professionalism in all circumstances, including stress, verbal abuse, criticism and/or other adverse conditions. Begin and seek out work without supervision. Load and unload police equipment from a vehicle, lifting objects over 25 pounds from trunk, back seat, etc. Raise a pistol, rifle, or shotgun to aim at a subject for an extended period of time without firing.

Education: High school graduate or GED required. Completion of at least thirty (30) hours of college level course work preferred. Military experience may be substituted for college hours.

Experience: Must have a minimum of two (2) years with the Woodway Public Safety Department.

Any work-related experience resulting in proficiency levels in the above minimum qualifications is an acceptable substitute for the above specified education and experience requirements.

Licenses and Certificates: Appropriate Texas driver’s license for operating fire apparatus and driving history acceptable to the City. Must be able to meet and maintain police officer and firefighter certification requirements.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILL WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.

Job Description:	Public Safety Officer II - Patrol / Public Safety	Revised:	October 1, 2022
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