



Police Officer- Certified
City of Dallas Police Department

JOB SUMMARY

This position is responsible for the enforcement of federal, state and local laws and the preservation of life and property.

MAJOR DUTIES

- Responds to calls relayed by communications officers, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, robberies, and other public service duties.
- Conducts preliminary investigations into traffic accidents and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.
- Patrols to detect and deter criminal activity and traffic violators, also provides visibility in areas of concern.
- Provides assistance and backup support to other officers.
- Completes all required reports and forms, including incident and accident reports.
- Provides traffic direction as needed for events such as parades, concerts, funerals, and school zones.
- Testifies in judicial proceedings.
- Provides security for Municipal Court.
- Inspects and maintains an assigned patrol car and uniform.
- Attends training as required.
- Serves criminal warrants.
- Transports inmates,
- Assists stranded motorists.
- Prepares criminal warrants.
- Apprehends, arrest, offenders, including fugitives; summons witnesses.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, city ordinances, and departmental policies and procedures.
- Knowledge of traffic investigation techniques and procedure.
- Knowledge of the geography and streets of the city.
- Knowledge of the court system and judicial procedures.
- Knowledge of first-aid and CPR techniques.
- Knowledge of crime prevention techniques.
- Skill in the use of firearms, communication equipment, and other standard and specialized law enforcement equipment.
- Skill in restraining persons without causing physical harm.
- Skill in the proficient use of departmental specific software.
- Skill in decision making.
- Skill in oral and written communications.
- Skill in operating a police vehicle under normal and emergency conditions.

SUPERVISORY CONTROLS

None.

GUIDELINES

Guidelines include state and federal laws, traffic laws, city ordinances, and departmental policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in accuracy.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical law enforcement duties.
- The variety of emergency situations and frequently changing laws contribute to the complexity of the work related duties.

CONTACTS

- Contacts are typically with co-workers, court system personnel, attorneys, judges, medical personnel, law enforcement officers from other agencies, and the general public.
- Contacts are typically to exchange information, provide services, justify matters, interview persons, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting, standing and walking, with intermittent stooping and physical activity (running, restraining others).
- The employee must lift light and heavy objects, use tools or equipment requiring a high degree of dexterity, and be able to distinguish between shades of color.
- The work is performed indoors, in a vehicle, and outdoors.
- The employee may be exposed to inclement weather, infectious diseases, and life-threatening situations.
- The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth in the Georgia Law Enforcement Training Act/Peace Officer's Standards and Training Act.
- Ability to pass a criminal background investigation and have and maintain an acceptable driving history.
- Ability to pass a psychological evaluation, polygraph evaluation, medical screening and drug screening.
- Ability to successfully complete a departmental Field Training Program.