



The City of Kennedale, Texas (pop. 10,233) is seeking applications for a Police Officer. Kennedale is located just southeast of Fort Worth. We are a family-oriented community providing a refuge from the hectic pace of the Dallas-Fort Worth Metroplex. Open spaces, green belts, and trails enhance our serenity, quality of life, and community. With easy access from I-20 and 287, Kennedale is economically prosperous, business-friendly, and conveniently located, providing opportunities to shop, work, and play.

JOB DESCRIPTION:

JOB CLASSIFICATION:	Police Officer
DEPARTMENT:	Police
SALARY:	Full-time / Non-Exempt

Under general supervision by a Police Corporal or a Police Sergeant, perform professional law enforcement duties for the protection of life and property.

EXAMPLES OF WORK TO BE PERFORMED:

- MUST BE ABLE TO WORK ANY SHIFT INCLUDING DAYS, EVENINGS AND DEEP NIGHTS. (Shifts are typically Twelve (12) hours with actual hours established by operational necessity). MUST BE ABLE TO WORK ALL DAYS OF THE WEEK AND HOLIDAYS.
- MUST BE ABLE TO WORK PAST NORMAL ASSIGNED SHIFT WHEN REQUESTED.
- WILL BE SUBJECT TO CALL-BACK WHEN NEEDED
- Patrolling assigned area, beat, or district on foot or in a car to deter and or detect criminal activities. This includes businesses and residential areas.
- Answering calls for police service and aid the general public as needed or requested.
- Investigating and reporting offenses, suspicious actions or persons, motor vehicle crashes, dangerous or defective streets, sidewalks, traffic light malfunctions, or other hazardous conditions.
- Completing geographic and beat maintenance assignments as directed or required.
- Interviewing suspects, witnesses, and persons arrested.
- Preventing the commission of unlawful acts; apprehending criminals or other persons menacing the general public; serving warrants, subpoenas, and other writs.
- Attending and or working during community or city sponsored events.
- Attending training programs as required.
- Enforcing traffic and safety regulations for pedestrians and motor vehicles.

- Attending and providing testimony in Municipal, County, State, and Federal Courts as required or directed.
- Responding to and investigating dynamic and fluid crime scenes and or motor vehicle crashes while keeping bystanders and witnesses out of danger.
- Rendering first aid to self and others.
- Performing traffic control duties.
- Securing and preserving crime scenes as needed or as directed.
- Effecting legal arrests with Probable Cause.
- Maintaining security at the city court, city buildings, or city facilities as required.
- Locating and arresting persons with active warrants.
- Enforcing City, State and Federal laws.
- Performing other duties as required or assigned.

OTHER DUTIES:

Note – This job description is not meant to be a comprehensive list of all potential activities, duties, or responsibilities that may be required of the employee for this position. Duties and responsibilities may change at any time with or without notice.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Successful completion of an accredited and or recognized police academy.
- The ability to read, comprehend and follow the City of Kennedale Police Department's Policies and Procedures Manual.
- Knowledge of modern policing principles, practices, and procedures.
- Knowledge of applicable state laws and city ordinances.
- The ability to detect violations of state laws and city ordinances.
- The ability to recall the geography of the City as needed during the performance of duties.
- The ability to deal courteously, and at times firmly, with the general public, in a professional manner
- The ability to give verbal commands in a clear and controlled manner to the public or with fellow employees.
- The ability to understand and carry out verbal and written instructions from peers and supervisors.
- The ability to complete accurate verbal and or written reports of incidents and violations of the law.
- The ability and willingness to learn new policing tactics or techniques which may include the use of innovative equipment and specialized skill training.

PREFERRED TRAINING AND EXPERIENCE:

- Previous police officer experience.

- An Associate (AA) or Bachelor(BA) degree in a related field.

NECESSARY SPECIAL REQUIREMENTS:

- ❖ All employees of this classification are considered Certified Peace Officers in the State of Texas and are required to meet necessary performance standards which may require annual recertifications, departmental performance standards, and or completing Texas Commission on Law Enforcement (TCOLE) mandated training. This may include required testing as part of department or state standards regarding physical agility, firearms handling and qualifications, vehicle operations, and or the satisfactory use of assigned equipment.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Minimum age of 21.
- Must be a US citizen as evidenced by birth certificate, passport or legal immigration documentation.
- Must have an acceptable criminal history in accordance with the Texas Commission on Law Enforcement (TCOLE) standards and regulations.
- Must not be prohibited from operating a motor vehicle and possess a valid Texas driver's license.
- Must not be prohibited from possessing firearms or ammunition.
- If applicable, provide an honorable discharge from the armed forces of the U.S. as evidenced by the appropriate DD-214 or applicable documentation.
- Must pass a polygraph exam, in depth background investigation, a physical exam / drug screening, and psychological assessment prior to hiring.
- Must not be otherwise ineligible by an automatic disqualifier.

ESSENTIAL PHYSICAL FUNCTIONS:

1. The physical activity of this position

- Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles, fencing, walls and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
- Stooping. Bending body downward and forward by bending spine at the waist.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Crouching. Bending the body downward and forward by bending leg and spine.

- Crawling. Moving about on hands and knees or hands and feet. Ability includes moving through small spaces such as windows and other crawlspaces.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion. Must be able to pull at least 180 lbs. in a dragging motion.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Finger Dexterity. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to others accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Running/Sprinting. Frequent movement on foot at high speed and for long distances without stopping. Stamina is emphasized.
- Jumping. Ability to leap over objects up to 48 inches in height while maintaining forward movement.

2. The physical requirements of this position

- Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

3. The visual acuity requirements including color, depth perception, and field vision.

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- The worker is required to have visual acuity to operate motor vehicles.
- The worker is required to have visual acuity, with or without correction, to operate, aim, and use firearms accurately in normal and low light conditions in the normal course of duties.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures

4. The conditions the worker will be subject to in this position

- The worker is subject to various and variable environmental conditions. Activities occur inside and outside.
- The worker is subject to darkness, low light, and very bright lighting conditions.
- The worker is subject to strobing lights and stroboscopic conditions.
- The worker is subject to extreme cold. Temperatures typically below 32° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- The worker is subject to extreme heat. Temperatures above 100° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- The worker is subject to loud noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- The worker is subject to hazards. This includes a variety of situations, such as close proximity to moving mechanical parts, moving vehicles, electrical current, standing or running water, working in high places, exposure to high heat, and exposure to chemicals.
- The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases, or poor ventilation.
- The worker is frequently in close quarters, vehicles, crawl spaces, small enclosed rooms, and other areas that could cause claustrophobia.
- The worker is required to function in narrow aisles or passageways.
- The worker is subject to exposure to large crowds or gatherings for extended periods of time during the course of assigned duties.
- The worker is subject to exposure to animals/wildlife during the course of assigned duties.

HIRING PROCEDURES:

All applicants must pass each step in the hiring process in order to proceed to the next portion. The steps in the process are as follows:

1. Oral Review Board – Applicant will be assessed by a review board consisting of members of the police department. Applicant must receive approval of the board to pass to the next stage.
2. Polygraph examination
3. Background investigation
4. Psychological examination
5. Physical examination and drug screen

AMERICANS WITH DISABILITIES

The City of Kennedale complies with the Americans with Disabilities Act of 1990 and it is our policy to ensure that no person is discriminated against based on their disability. The City of Kennedale offers equal employment opportunity to qualified individuals and strictly prohibits the discrimination against qualified individuals on the basis of disability. The City of Kennedale shall provide reasonable accommodations to applicants and employees who are otherwise qualified to perform the essential job duties when doing so does not create an undue hardship for the city.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The City of Kennedale provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. The City of Kennedale is mandated by federal law to provide a drug-free working environment for the safety of its employees and the public. All employment is contingent upon passing a post-offer employment drug test and /or physical.