

Classification Specification

Title: Police Officer	Class Code: 46004
Application: CS	Established: 9/11/84
Supplemental/Code: Protective Serv. Wkr./7	Revised: 9/14/87
Status/Code: Classified-Uniformed/2	F.L.S.A.: Non-Exempt
# Employees Supv:	Physical: ACDR
Annual Operating Budget: N/A	Driver's License: Yes*
Document: 78P/13	Special Req: Yes

Distinguishing Characteristics:

Qualified law enforcement officer equipped by training and experience to handle wide variety of assignments in all areas of basic law enforcement work.

Typical Duties:

1. Upon successful completion of probationary period is assigned to Patrol Criminal Investigation, Traffic Division, or other supportive divisions according to needs of the Department.
2. When assigned to Patrol Division, patrols a district in squad car alone or as a member of two-person team to respond to radio-dispatched calls such as burglary, theft, assault, rape, murder, disturbances, and family disputes; enforces moving traffic and related ordinances, apprehends violators, issues citations and makes arrests; prepares and submits written reports of patrol activities.
3. When assigned to Criminal Investigation Division, makes preliminary investigations to assist in solving crimes against persons and property; gathers information, follows up on leads, uncovers evidence, and interrogates witnesses; may maintain surveillance of suspects and perform other basic duties to assist Investigators; prepares and submits written reports of investigative activities.
4. When assigned to Traffic Division makes investigations of traffic accidents; assumes charge at accident sites, secures emergency medical aid for injured persons, may administer first aid, directs traffic, and sees that site is cleared and safe for traffic; prepares and submits written reports of traffic investigations.
5. May be assigned to other divisions of Department providing supportive and administrative services to operating divisions; assists in performing research and administrative assignments as directed.
6. According to needs of Department and individual skills and interest, may be transferred to special sub-classifications receiving assignment pay such as Helicopter Pilot, Dog Handler, Investigator, Jailer, Field Training, and Motorcycle duty; retains permanent rank and base pay of Police Officer while serving in special assignment pay sub-classification.
7. Performs other related duties, including special projects, as requested or required.

Skills, Knowledge and Abilities Desired to Perform Work:

Note: Candidates who successfully complete the six-month period as Probationary Police Officer may be transferred to this classification without further Civil Service examination.

Working Conditions and Hazards:

- Works in field and office patrolling district and making investigations.
- Drives a radio patrol squad car; works rotating shifts including nights, weekends, and holidays.
- Subjected daily to hazards and potential physical dangers inherent in law enforcement work.
- Force required to make arrests or to defend self against assault occasionally requires considerable physical strength and agility.

Special Requirements:

- Pre-employment Physical Examination-A-Class, Driver Secondary
- Employees who have special skills and interest may, according to the needs of the department, be transferred without further Civil Service examination to special sub-classifications receiving assignment pay such as Helicopter Pilot, Police Dog Handler, Investigator, Jailer, Field Training, and Motorcycle duty; incumbents of special assignment pay sub-classifications may, upon completion of their assignments or for any other reason, be transferred back to their permanent rank without affecting their Civil Service status in any way.
- Must be certified under the City of Dallas Driver's Safety Program.*

*Required only when employee operates a motor vehicle.

Career Series

- Trainee Police Officer
- Apprentice Police Officer
- Probationary Police Officer
- Police Officer
- Police Corporal
- Police Senior Corporal

Classification Specification

Title: Police Captain
Application: CS
Supplemental/Code: Supervisory/O
Status/Code: Classified-Uniform/2
Employees Supv:
Annual Operating Budget:
Document: 78P/25

Class Code: 46014
Established: 9/11/84
Revised: 9/15/87
F.L.S.A.: Exempt
Physical: AC
Driver's License:
Special Req: None

Distinguishing Characteristics

Command officer supervising a police division, section, or special police function to which assigned.

Typical Duties

1. May act as commanding officer to supervise a division, section, or special platoon directly engaged in police investigative, enforcement, crime prevention, or educational work; may supervise a small police unit (3-6 uniformed and 1-2 civilian personnel) engaged in investigating and solving one type of variety of crimes such as automobile theft, burglary and theft, forgery, juvenile delinquency, homicide, or various crimes handled by vice squad; may supervise a large unit (up to 175) men responsible for police patrol, traffic control, or accident prevention work; is responsible for enforcement of Code of Conduct, Departmental Manual, and General Orders; makes assignment of subordinate personnel ; reviews reports of subordinates and makes regular reports to higher authority; trains subordinate supervising officers in administrative details of law enforcement work; makes periodic inspections in field and in stations; observes and rates relative performance of subordinates on assigned tasks; is responsible for proper use and care of police equipment and buildings within command; is responsible for promptly reporting to higher authority any crime of great magnitude or importance or any matter of serious departmental concern.
2. According to educational background, prior experience, interest, and temperament may act as administrative or technical staff assistant to perform or supervise the performance of specialized police staff work; may act as Administrative Assistant to the Police Chief or other administrative officers as assigned; may supervise a section or division responsible for property management, personnel records and investigation, records, and statistics, training, police laboratory and identification work, or police reserve training to provide service and staff assistance or to augment law enforcement divisions and bureaus.
3. Performs other related duties, including special projects, as requested or required.

Skills, Knowledge and Abilities Desired to Perform Work:

- Demonstrated thorough knowledge of police-administration, supervision, personnel management and public relations.
- Demonstrated familiarity with police techniques and departmental rules, regulations, and procedures pertaining to patrol, traffic planning, crowd-and riot control.
- Demonstrated knowledge of criminal investigation techniques pertaining to interrogation and interview; must have knowledge of laws of arrest, search and seizure, and criminal and juvenile law.
- One year experience in Dallas Police Department as Police Lieutenant.

Working Conditions and Hazards:

- Works in office and field.
- Works rotating shifts including nights, weekends, and holidays when assigned to regular police duty.
- Subjected to hazards and potential physical dangers inherent in law enforcement work.

Special Requirements:

Pre-employment Physical Examination-A-Class

Career Series

Classification Specification

Title: Police Lieutenant
Application: CS
Supplemental/Code: Executive/O
Status/Code: Classified/2
Employees Supv:
Annual Operating Budget:
Document: 78P/23

Class Code: 46013
Established: 9/11/84
Revised: 9/15/87
F.L.S.A.: Exempt
Physical: AC
Driver's License:
Special Req: None

Distinguishing Characteristics

Intermediate level command officer with duties involving supervision over police function to which assigned or assisting in details of supervising a major police function.

Typical Duties

1. May assist in details involved in supervising group of subordinate officers engaged in directing radio patrol duties; maintains daily time record and reviews subordinates' reports before submitting to command officer; prepares attendance schedule for training classes and pistol range; compiles activity reports of subordinates by districts; answers radio reports of major offenses and assumes command until superior officer arrives; studies criminal offense reports daily to detect fluctuations in location and type of crimes in order to shift patrols.
2. May supervise and assist a group of officers engaged in police laboratory work such as making ballistics and paraffin tests, plaster casts of footprints and tire marks, and operating lie detector machine; inspects evidence submitted by various bureaus, determines appropriate tests to be made, and evaluates results.
3. May supervise and assist group of officers engaged in identifying prisoners and keeping criminal records and fingerprint files.
4. May assist in supervisory operation of City Jail; determines proper charge to be made in arrest involving complex and unusual cases referred by officer at desk; may search and question prisoners; investigates complaints of prisoners and make reports.
5. May assist in details involved in supervising group of officers engaged in the investigating of various crimes such as automobile theft, burglary, forgery, and homicide; sorts and assigns reported offenses to subordinates; reviews cases for completeness of investigation before submitting to District Attorney; maintains daily activity report on each subordinate.
6. Performs other related duties, including special projects, as requested or required.

Skills, Knowledge & Abilities Desired to Perform Work:

- Demonstrated thorough knowledge of supervision, personnel management, police administration and public relations.
- Demonstrated familiarity with police techniques and departmental rules, regulations, and procedures pertaining to patrol, juvenile delinquency, crowd and riot control.
- Demonstrated knowledge of criminal investigation pertaining to crimes against property, crimes of death and injury, crimes of sex and drugs, interrogation and interview.
- Demonstrated knowledge of laws of arrest, search and seizure, criminal and juvenile law.
- One-year experience in Dallas Police Department as Sergeant or Detective.

Working Conditions and Hazards:

- May work in office or in field.
- Works rotating shifts, including nights, weekends, and holidays when assigned regular police duty.
- Subjected to hazards and potential physical dangers inherent in law enforcement work.

Special Requirements:

Pre-employment Physical Examination-A-Class

Career Series

Classification Specification

Classification: Police Sergeant
Class Type: Classified-Uniform
Physical: AC
Document: 0078P/17

Class Code: 46011
D.O.T. Code: 375.133
Application: CS
F.L.S.A.: Non-Exempt

Distinguishing Characteristics:

Beginning level command officer responsible for direct supervision over special police function to which assigned, or assisting in details of supervising a major police function.

Typical Duties:

1. May supervise a squad of Police Officers and Police Corporals assigned to patrol a district to enforce criminal and traffic laws and City ordinances; schedules activities for squad and assigns employees to various duties; enforces efficient performance of duty; inspects equipment and uniforms; patrols entire area assigned observing efficiency of members of squad; instructs subordinates in the performance of police duties; makes reports of all accidents involving police vehicles; assumes command at major crimes or disturbances until superior officer arrives; reports to proper authorities incidents which might endanger the public safety; checks activities of subordinates by recording daily activity reports of each in employee's monthly activity report; totals activity reports every ten days.
2. May supervise and assist group of Police Officers and Police Corporals in handling traffic in downtown area during rush periods, around construction areas, at parades or football games; assigns employees to handle special complaints; checks complaint sheets in squad cars; makes follow-up calls in person.
3. May assist in background investigating of applicants for Police employment; may act as assistant to officer in charge of Police records.
4. May supervise selection, training, and activities of School Patrol Officers.
5. May assist in supervising operation of City jail; receives and charges person apprehended by Police Officers and Police Corporals; issues firearms; receives, accounts for, turns over to court clerks daily cash fines and bonds; may supervise a police substation.
6. May act as Radio Dispatcher to supervise and assist in receiving telephone calls concerning complaints, reports of crimes and accidents, and request for police service; gives general information; dispatches ambulances to accidents; broadcasts information to Police Officers and Corporals on patrol .
7. May act as fingerprint technician to establish identity of persons by analyzing and comparing fingerprints with records in file; classifies and files fingerprints; photographs and fingerprints prisoners.
8. May supervise operation of automobile pound as assigned.
9. Performs related duties as assigned.

Skills, Knowledge and Abilities Required to Perform Work:

- Must have knowledge of police techniques and departmental rules, regulations and procedures pertaining to patrol, accident investigation, juvenile delinquency, arrest and search technique, first aid and rescue; knowledge of criminal investigation techniques and departmental rules, regulations, and procedures pertaining to crimes against property, crimes of death and injury, crimes of sex and drugs, collection of evidence, and interrogation and interview, legal knowledge, including court demeanor, arrest, search and seizure, criminal and juvenile law; knowledge of basic principles of supervision and departmental rules and regulations relative to personnel practices, training, safety.
- Three years experience in Dallas Police Department.

Working Conditions and Hazards:

May work at desk, counter, or assigned area in squad car or on, motorcycle; works rotating shifts, including nights, weekends, and holiday; subjected to hazards and potential physical dangers inherent in law enforcement.

Special Requirements:

Pre-employment Physical Examination-A-Class.

Promotes From: Police Officer or Police Corporal

Promotes to: Police Lieutenant

Approved: Personnel Department - T.A. Miller (RV)

Date: 9-11-84

Classification Specification

Classification: Police Corporal
Class Type: Classified-Uniform
Physical: ACDR
Document: 0078P/19

Class Code: 46005
D.O.T. Code: 375.263
Application: CS
F.L.S.A.: Non-Exempt

Distinguishing Characteristics:

Advanced level law enforcement officer responsible for handling a wide variety of assignments in all areas of law enforcement work including supervision of functions to which assigned in the absence of a Sergeant or higher level command officer.

Typical Duties:

1. When assigned to Patrol Division patrols area assigned to respond to radio-dispatched calls for police service; investigates and arrests suspects on a wide variety of calls; takes appropriate action on observed incidents requiring police intervention; enforces moving traffic and related ordinances; prepares and submits written reports as needed; provides instruction and training to Police Officers in the performance of police duties; assumes command at crime scenes or disturbances until command officer arrives.
2. May be required to perform a variety of complex assignments requiring independent action and the use of discretion commensurate with experience in order to successfully complete the assignment with little or no supervision.
3. May assist in the supervision of the city jail or a police substation as directed by a command officer; may be required to receive and charge persons apprehended by Police Officers in the absence of a command officer.
4. May be required to handle routine and non-routine supervisory duties in the absence of a Sergeant when directed to do so by a command officer.
5. May be assigned as an administrative aide to any chief rank officer.
6. According to the needs of the department and individual skills and interest, may be placed in any assignment that receives assignment pay; retains permanent rank and base pay while serving in special assignment pay sub-classification.
7. Performs related duties as assigned.

Skills, Knowledge and Abilities Required to Perform Work:

- Must have demonstrated knowledge of police techniques, departmental rules, regulations, procedures, and laws pertaining to assigned area at the time of eligibility for promotion.
- Police Officers who have completed five years service and have demonstrated good performance may be promoted to this classification without further Civil Service examination.

Working Conditions and Hazards:

May work at desk, counter, or assigned area in squad car, helicopter, or on motorcycle; makes investigations; answers radio calls; works rotating shifts; including nights, weekends, and holidays; subjected to hazards and potential physical dangers inherent in law enforcement work. Force required to make arrests or to defend self against assault occasionally requires considerable physical strength and agility.

Special Requirements:

- Pre-employment Physical Examination-A-Class, Driver Regular
- Employees who have special skills and interest may, according to the needs of the department, be transferred without further Civil Service examination to special sub-classifications receiving assignment pay; such as Helicopter Pilot, Dog Handler, Investigator, Jailer, Field Training, and Motorcycle duty; incumbents of special assignment pay sub-classifications may, upon completion of their assignments or for any other reason, be transferred back to their permanent rank without affecting their Civil Service status in any way.
- Must be certified under the City of Dallas Driver's Safety Program.

Promotes From: Police Officer

Promotes to: Sergeant

Approved: Personnel Department - T. A. Miller (RV)

Date: 9-11-84

Civil Service Minimum Examining Requirements:

Classification Specification

Title: Police Senior Corporal
Application: CS
Supplemental/Code: Protective Serv. Wkr./7
Status/Code: Uniformed-Classified/2
Employees Supv: Various
Annual Oper Budget: N/A
Document: 681/9

Class Code: 46016
Established: 10/7/87
Revised: 4/13/88
F.L.S.A.: Non-Exempt
Physical: ACDP
Driver's License: Yes*
Special Req: Yes

Distinguishing Characteristics

This position is responsible for enforcing laws and ordinances within the jurisdiction of one of the following functional areas: investigative, training, specialist or assistant squad leader, and is subject- to lateral movement between these functional areas. This position reports to and performance is evaluated by a superior police rank position.

Typical Duties

Investigative

1. Performs complete preliminary and follow-up investigations of various specialized crimes either independently or as a member of a team.
2. Interviews victims, witnesses, and complainants; apprehends, interrogates and arrests suspects.
3. Prepares reports and evidence for submittal to District Attorney or City Attorney; testifies in court.
4. Performs background investigation of applicants to the police force.

Training

5. Develops curriculum and instructs Apprentice Police Officers in a classroom setting, or on a one-to-one basis in a field environment, in the knowledge, techniques, and procedures necessary to execute the duties of a police officer.
6. Monitors, evaluates, and documents the performance of the Apprentice Police Officer.
7. Corrects and counsels in performance deficiencies during training process and reports progress to appropriate authority.

Assistant Squad Leader

8. Supervises approximately 6 to 8 police officers in the absence of a Police Sergeant.

Specialist

9. Performs, as directed, one or more specialized law enforcement activities which includes but is not limited to: Community Relations and Services, Motorcycles and Accident Investigation, Canine, Tactical, Personnel Services, Psychological Services, Helicopter Pilot, and Planning and Research.

Performs other related duties, including special projects, as required-or requested.

Skills, Knowledge, & Abilities Desired to Perform Work:

- Demonstrated thorough knowledge of the Penal Code, General Orders, Code of Conduct and the Code of Criminal Procedures.
- Demonstrated experience supervising or assisting with the supervision of subordinate police personnel.
- Demonstrated effective and diplomatic oral and written communication skills, both internally and externally at all employee levels.
- Education equivalent to the successful completion of 45 accredited hours of college, preferable in law enforcement.

Working Conditions And Hazards:

Works in the field and. office. Works rotating shifts, including nights, weekends and holidays. Subjected daily to hazards and potential physical dangers inherent in law enforcement work.

Special Requirements:

Pre-employment Physical Examination A-Class. Driver Secondary.

Career Series:

Trainee Police Officer
Apprentice Police Officer
Probationary Police Officer
Police Officer
Police Corporal
Police Senior Corporal
Police Sergeant
Police Detective
Police Lieutenant
Police Captain
Police Deputy Chief
Assistant Chief of Police
Chief of Police