

Patrol Officer Job Description

Job Description: Patrol Officer

FLSA Status: Non- Exempt

GENERAL PURPOSE

Under general supervision of the Chief of Police, to enforce laws, protect life and property, apprehend criminals, and investigate traffic accidents. Police Chief usually determines deadlines and priorities for this position. Routine course of action to be followed is generally clear-cut and specific in accordance with established Police Department policies; however, incumbent must be able to act quickly in emergencies and make independent decisions. Position requires constant contact with the public in situations that will require the use of tact, diplomacy, and good judgment.

SUPERVISION RECEIVED

Works under the direct supervision of the Chief of Police.

SUPERVISION EXERCISED

Does not directly supervise any other position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Patrols the City limits by vehicle or on foot to deter crime and detect violations of law.
- Makes arrests of persons violating laws and ordinances; inspects residential, commercial, and other buildings within the City limits or as directed by the Chief of Police for indications of criminal activity; responds to emergency calls, routine complaints, and alarm system signals; and takes all necessary and appropriate law enforcement actions.
- Conducts open observation for traffic law violators; directs traffic; writes traffic and parking citations; questions drivers, witnesses, or others in connection with possible violations of the law; takes written statements; checks NCIC and TCIC for information on suspects; and accompanies prisoners to jail or court.
- Conducts preliminary investigations at crime scenes prior to arrival of supervisor; testifies in court; writes required reports; maintains files; and answers phones.
- Responsible for criminal investigation follow-up including but not necessarily limited to District Attorney or County Attorney referral, Children's Advocacy Center referral, search warrants, and arrest warrants.

PERIPHERAL DUTIES

Performs other tasks as needed.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Some college semester hours are preferred, with a minimum GPA of 2.0
- (B) Must be a certified peace officer in the State of Texas.
- (C) Must have made passing scores on all applicable entrance tests.
- (D) Valid Texas Class C Driver's License with a safe driving record (no more than 3 moving violations in the past 36 months); no record of DWI, DUI, or license suspension with the past five years.

Necessary Knowledge, Skills and Abilities:

Reading Competent - Ability to read and understand literature, books, reports, policies, and/or legal documents. 20/20 vision, with or without correction, during day and night is required. Ability to distinguish between colors red, green, and yellow when responding to calls for service and follow-up investigations.

Math Competent - Ability to apply fundamental mathematics.

Writing/Verbal Competent - Ability to write citations and required reports properly and in English; ability to communicate clearly in English with supervisors, co-workers, and the general public.

Managerial Receives administrative direction: Within this job, the employee normally performs the duty assignment within narrow parameters defined by organizational requirements and accepted practices. Total end results determine effectiveness of job performance.

Budget Responsibility: None

Supervisory: None

Organizational Control: None

Complexity: Work is fairly routine but may require quick thinking and good judgment in emergency situations.

Interpersonal /Human Relations Skills:

Ability to get along with fellow officers, supervisors, and the general public is critical. Integrity and ethical conduct are essential to success.

SPECIAL REQUIREMENTS

Must be bondable. Must have a good knowledge of criminal laws and local ordinances; skill in the use and care of firearms, vehicles, and other common police equipment; knowledge of first aid; and

the ability to gain compliance with the law in a positive manner. Must be able to hear conversational voices as well as radio communications. Must personally maintain a telephone for emergency calls. Must be at least twenty-one (21) years of age and a citizen of the United States.

Prefer employee to reside within twenty-five (25) miles of corporate limits.

GENERAL TOOLS AND EQUIPMENT USED

Vehicle; restraining devices including handcuffs, flex cuffs, and leg shackles; radar unit (mounted and hand-held), radios (mounted and hand-held); telephone; copier, fax machine; computer; printer and related software; flares; drug test kits; gas pump; pen and pencils; flashlight; binoculars; tire jack; and citation book.

Overall Physical Strength Demands

Sedentary	X Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. two-thirds or more of the time.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. two-thirds or more of the time.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. two-thirds or more of the time.

Physical Demands

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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Physical Demands	Frequency	Description
Standing	O	Making copies
Sitting	F	Desk work, meetings
Walking	O	To different departments
Lifting	R	Boxes, files and supplies
Carrying	R	Boxes, files and supplies
Pushing/Pulling	R	Office equipment and supplies
Reaching	O	For supplies and books
Handling	F	Paperwork and mail
Fine Dexterity	F	Computer keyboard
Kneeling	R	Retrieving items from lower shelves
Crouching	R	To reach low file drawers
Crawling	N	

Signature – Review and Comments

I have reviewed this job description and find it to be an accurate description of the demands of this position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

