



**Job Announcement
Patrol Officer**

Department:	Police	Posted:	02/07/2022
Position:	Patrol Officer	Closed:	Open Until Filled
Salary:	\$ 19.01	Classification:	Full-Time

Job Summary:

The primary responsibility of all uniform patrol officers is to protect the lives and property of the people of the City of Palmview, to enforce the laws of the government, state and city and to serve the people in the manner necessary within the scope and duty of their particular assignment.

Duties/Responsibilities: (include but are not limited to the following)

- Patrols an assigned zone on foot, on bicycle, and by vehicle to detect and deter criminal activity and traffic violations.
- Enforces traffic and parking laws.
- Receives information on activity in an area and assists in plans to address problems.
- Responds to calls relayed by Communications Officers, including but not limited to domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.
- Gathers information/probable cause to secure either arrest or search warrants as needed.
- Conducts preliminary investigations into traffic accidents and other incidents, including but not limited to interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.
- Process crime scenes to recognize, collect and preserve evidence.
- Apprehends arrest, and process offenders, including fugitives; subpoenas witnesses and serves warrants.
- Provides assistance and backup support to other officers and emergency service providers as necessary.
- Assists motorists.
- Performs bailiff duties at Municipal Court.
- May provide first-aid and CPR to victims as necessary.

- Provides traffic direction as needed for special events such as parades, funerals, athletic events, and school crossings.
- Preparing for and attending court proceedings as necessary.
- Completes all required reports and forms, including accident and incident reports.
- Inspects and maintains assigned patrol car, uniform, and equipment.
- Provides relief duties for communications officers and jailers.
- Serves criminal and court-related paperwork.
- Participating in mandatory and elective training.
- May serve as a member of the department's LEERT team.
- May serve as a field-training officer for the department.
- May serve as relief supervisor in the absence of the Patrol Supervisor.
- May be on call after hours to respond to emergency situations.
- Performs other duties as assigned.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change.

Required Skills/Abilities:

- Familiar with Texas Penal Code, Texas Code of Criminal Procedure, Texas Transportation Code and Texas Family Code.
- Knowledge of relevant federal and state laws, criminal and traffic codes, juvenile law, search and seizure laws, and city ordinances.
- Knowledge of City of Palmview Police Department rules and regulations as well as City of Palmview ordinances.
- Knowledge of City, department and safety policies and procedures.
- Knowledge of traffic accident investigation techniques and procedures.
- Knowledge of the geography and streets of the city.
- Knowledge of first aid and CPR techniques.
- Knowledge of the judicial system and court procedures.
- Skill in operating computer and police software.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in operating radios and communications equipment.
- Skill in operating radar equipment.
- Skill in evidence packaging.
- Skill in restraining persons without causing physical harm.

- Skill in decision-making.
- Skill in report writing.
- Skill in controlled substance field-testing.
- Skill in dealing with the public.
- Skill in oral and written communication.

Minimum Qualifications:

- High School diploma or GED as required by the Texas Commission of Law Enforcement (TCOLE).
- **Current Peace Officer Certification Issued by the Texas Commission of Law Enforcement (TCOLE).**
- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- A good driving record;
- Must have never been convicted of a Class B misdemeanor in the last ten years or ever been convicted of a Class A misdemeanor;
- Military discharges must be Honorable;
- TCOLE discharges must be Honorable;
- Texas Class C Driver's License;
- Actively involved in acquiring Advanced Certification; and
- One (1) to three (3) years of experience in law enforcement preferred.

Benefits:

Health, Dental, Vision and Life Insurance, Texas Municipal Retirement System, 457(b) Deferred Compensation Plan, Paid Time Off (Vacation and Sick), 14 Paid Holidays.

Application Process

Send Employment Application and Resume:

City of Palmview
Human Resources Office
400 West Veterans Blvd.
Palmview, Texas 78572

Or email: jobs@cityofpalmview.us

For more information call us at: (956) 432-0300. The City of Palmview is an Affirmative Action/Equal Opportunity Employer.

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