

## PATROL OFFICER

**STEP NO. 1 EEOC CATEGORY: PROTECTIVE SERVICE WORKER**

**PAY GROUP: 11 FLSA: NONEXEMPT**

### SUMMARY OF POSITION

Protects the city's residents and property and enforces laws and ordinances by patrolling the city, by vehicle, to prevent crime and enforce laws and ordinances. Responds to emergency calls and routine complaints and takes appropriate action; and conducts criminal investigations.

### ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Police Corporals and Police Sergeants
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with other police department employees, other law enforcement agencies, and the general public.

### EXAMPLES OF WORK

#### Essential Duties\*

Patrols the city by vehicle, alone or as a two-person team, to prevent crimes and enforces laws and ordinances;

Responds to emergency calls and routine complaints and disturbances, and takes necessary action, including performing first aid and CPR;

Directs and escorts traffic;

Operates traffic radar monitoring equipment, and issues traffic citations;

Investigates traffic accidents and crimes against persons and property;

Questions witnesses, complainants, and suspects and takes statements and dispositions;

Keeps records of activities and prepares reports concerning crimes, complaints, accidents, and investigations;

Serves warrants and makes arrest;

Appears in court as required;

Shares information and works with other law enforcement agencies as directed and appropriate;

Conducts security checks of businesses and residential areas on patrol route;

Conducts criminal investigations for cases in which he/she was the responding officer;

Assists ambulances and firefighters;  
Prepares daily reports; and

Fosters positive police-community relations among residents in the community.

#### **OTHER IMPORTANT DUTIES\***

May perform animal control functions, if animal control officer is unavailable;

May perform Police Detective functions;

May operate video camera and recorder;

May receive and dispatch calls;

May transport prisoners; and

Performs such other duties as may be assigned.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of: federal, state, and local laws and ordinances; the use and care of vehicles, firearms, and specialized equipment; city geography; first aid and CPR; and police operations and reporting practices and procedures.

Skill/Ability to: read and interpret documents such as safety rules, operating and maintenance instructions, procedures manuals, regulations, and laws; write routine reports and correspondence; speak effectively before groups of citizens or employees of the city; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute ratio, ratio, and percent and to draw and interpret graphs; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form; establish and maintain effective working relationships with other law enforcement agencies, judicial officials, and the general public; analyze situations and adopt a quick, effective, and reasonable course of action; maintain valid Texas driver license and acceptable driving record in accordance with city policies and standards; and maintain appropriate necessary certifications.

#### **ACCEPTABLE EXPERIENCE AND TRAINING**

High school graduation, or its equivalent; or

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

#### **CERTIFICATES AND LICENSES REQUIRED**

Basic certification by the Texas Commission on Law Enforcement (TCOLE); current valid Texas Peace Officer License; Cardiopulmonary Resuscitation (CPR) Certification (provided by the city); First Aid Certification (provided by the city); Automated External Defibrillator Certification (provided by the city); and

Valid Texas driver license.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, or run; use hands to finger, handle or feel; reach with hands and arms;

climb or balance; stoop, kneel, crouch, or crawl; and taste and smell. The employee is occasionally required to sit; and lift and/or move objects weighing more than 100 pounds, such as containers of goods or materials, human bodies, fire hoses under high water pressure, lawn mowers, or other similar objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee may occasionally work in high, precarious places; in traffic; with chemicals; may come into contact with persons who are ill; and may deal with vibrations and potentially dangerous situations. The noise level in the work environment is usually moderate.