

## **POLICE DEPARTMENT**

**JOB SUMMARY:** Police Patrol Officer  
**JOB CLASS:** Non-exempt, Full-Time  
**SUPERVISION RESPONSIBILITY:** Police Sergeant

### **JOB SUMMARY:**

Under direction; responsible for safe operation and maintenance of all equipment; and does related work as required.

### **ESSENTIAL JOB DUTIES:**

Works safely in close proximity to high speed traffic; patrols designated areas to direct traffic and to enforce traffic laws and regulations, criminal law and City Ordinances; answers calls and complaints involving misdemeanors and felonies; secures crime scenes, conducts investigations and makes arrests; books prisoners; offers advice concerning laws and Ordinances; understands and implements administrative instructions and orders; interacts effectively and professionally with other Federal, State and local officials; makes moral and ethical decisions that conform to law, departmental policy and other applicable regulations; attends court and delivers appropriate testimony; uses and maintains equipment safely and properly for extended periods of time; performs duties acceptably after long hours without sleep during emergency situations; works in confining and uncomfortable places for extended periods of time (stakeouts, command posts, etc.); demonstrates competent weapons proficiency and the ability to maintain weapons for maximum performance; load and unload police equipment from a vehicle, including lifting objects from a trunk, back seat, etc.; must not pose a threat to the health and safety of self or others; obtains materials, tools, supplies and equipment needed to perform work; makes oral and written reports; operates various types of office equipment; promotes on the job safety; reads, understands and conveys written and verbal instructions; writes reports by hand; lifts and carries up to 50 pounds, and pulls, pushes or drags up to 100 pounds and sits, stands, stoops or twists for extended periods of time while participating in departmental operations; ability to maintain physical activity for prolonged periods of time; perform defensive hand-to-hand combat tactics and physically restrain individuals; works both indoors and outdoors, in light and/or dark, in extreme temperatures including heat, cold, temperature swings and inclement weather; some exposure to dust, odor, electrical, mechanical and toxic hazards, using proper safety precautions; communicates courteously and effectively with other city employees and the public; communicates effectively in person, on the telephone, by radio, or in writing in the English language; subject to twenty-four hour call; works weekends and holidays as required.

### **OTHER JOB FUNCTIONS:**

Uses sound reasoning and professional judgement; maintains vehicles, tools and equipment; promotes job safety; ability to read and interpret policies, laws and Ordinances.

### **REQUIRED EDUCATION, DEGREES, CERTIFICATES and/or LICENSES:**

High School Diploma or GED; some college preferred; Texas Class C Drivers License; Hold Basic TCOLE certification.

### **EXPERIENCE, TRAINING, KNOWLEDGE and SKILLS:**

One year experience as a Police Patrol Officer preferred; knowledge of proper techniques, safety precautions and methods used in police operations; knowledge of City Ordinances and policies; knowledge of people and areas of city; conduct routine patrols to aid citizens and enforce laws.