
JOB DESCRIPTION

Job Title: Patrol Officer
Class No: 515
Group: 14
Reports To: Lieutenant

Department: Police
EEOC Category: Protective Service Pay
FLSA: Nonexempt

Objective

To protect the city's residents and property and to enforce laws and ordinances.

General Statement of Duties:

This is a responsible non-supervisory position as a sworn officer. Duties include patrolling an assigned area generally by vehicle, to prevent crime and enforce laws and ordinances; and responding to emergency calls and routine complaints, and taking appropriate action.

Examples of Work:

1. Patrols an assigned area, by vehicle or by foot, to prevent crimes and enforce laws and ordinances;
2. Responds to emergency calls and routine complaints and disturbances and takes necessary action, including performing first aid;
3. Directs traffic, escorts traffic, operates traffic radar monitoring equipment, and issues traffic citations;
4. Investigates traffic accidents and crimes against persons and property;
5. Questions witnesses, complainants, and suspects and takes statements and depositions;
6. Keeps records of activities and makes reports concerning crimes, complaints, accidents, and investigations;
7. Serves warrants and makes arrests;
8. May assist in criminal investigations;
9. Appears in court as required;
10. Impounds vehicles and may maintain inventory;
11. Shares information and works with other law enforcement agencies as directed and appropriate;
12. May tag and log in evidence;
13. Conducts security checks of businesses and residential areas on patrol route;
14. Performs upkeep and simple maintenance of department vehicles;

15. Assists emergency medical personnel, firefighters, and animal control officers;
16. Fosters good police-community relations among residents in the community;
17. Assists with special activities such as weather watches, school traffic monitoring, and funeral escorts;
18. May serve as dispatcher or operate teletype, as necessary, and may deliver emergency messages;
19. May act as specialist in relation to traffic, suspect apprehension, internal affairs, direct patrol, or other specialized assignments;
20. May serve as jailer at detention facility, transporting, releasing, and supervising prisoners; and performs such other duties as may be assigned.

Supervisory Responsibilities

This is a non-supervisory position.

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

1. **Analytical** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data.
2. **Problem Solving** - Identifies and resolves problems in a timely manner; develops alternative solutions; uses reason even when dealing with emotional topics.
3. **Customer Service** - Manages difficult or emotional customer situations; responds to requests for service and assistance; meets commitments.
4. **Interpersonal Skills** - Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas.
5. **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; demonstrates group presentation skills; participates in meetings.
6. **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.
7. **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; contributes to building a positive team spirit; puts success of team above own interests.
8. **Leadership** - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
9. **Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
10. **Cost Consciousness** - Works within approved budget; develops and implements cost saving measures; conserves organizational resources.
11. **Diversity** - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.

12. **Judgment** - Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
13. **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
14. **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
15. **Adaptability** - Manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
16. **Innovation** - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas.

Required Knowledge, Skills, and Abilities:

Ability to understand and follow written and oral instructions, departmental policy, rules, regulations, and laws; knowledge of the use and care of vehicles, firearms, and specialized equipment; good driving skills; ability to attend and understand police officer training courses; ability to establish and maintain effective working relationships with other law enforcement agencies, judicial officials, and the general public; ability to analyze situations and adopt a quick, effective, and reasonable course of action; and good physical condition.

Acceptable Experience and Training:

High school graduation or its equivalent (some college work in law enforcement and/or previous police experience preferred); or

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

Certificates and Licenses Required:

Basic Certification by the Texas Commission on Law Enforcement Officer Standards and Education; and Valid Texas motor vehicle operator's license.