

Police Patrol Officer

City of Brenham Job Description

Department:	Police	Job No.:	151
Reports To:	Police Sergeant	Pay Grade:	PS 2
EEOC Category:	Protective Service Workers	FLSA Status:	Nonexempt

Summary

Performs routine patrol duties, including responding to calls, enforcing traffic laws, communicating with citizens, arresting suspects, and preparing reports.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Patrols city, including responding to service calls, enforcing state mandated laws and city ordinances, and issuing citations;
- Performs traffic duties, including enforcing traffic laws, investigating accidents, and directing traffic;
- Communicates with the public regarding service calls, complaints, and requests for information;
- Makes arrests of suspects;
- Prepares activity and arrest reports;
- Testifies in court as needed;
- Secures crime scenes and conducts crime scene investigations, including taking photographs and fingerprints; and
- Participates in job-related training.

Supervisory Responsibilities

This is a non-supervisory position.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Knowledge Of

State statutes, city ordinances, and criminal law; department policies and procedures; standard office practices and procedures; community policing theory and application; and first aid procedures.

Skill/Ability To

Read manuals and interpret policies and procedures; write letters, memos, and instructions; evaluate emergency and other situations and make sound decisions; operate a police vehicle in emergency or high-speed situations; safely and effectively operate a firearm; operate other police-issued law enforcement equipment, including baton, handcuffs, radar unit, and cameras; perform basic mathematical calculations; communicate effectively, both orally and in writing; establish and maintain effective working relationships with other law enforcement and government officials, co-workers, and the general public; and operate a computer using standard word processing and spreadsheet software.

Certificates, Licenses, Registrations

Basic certification from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE); and valid Texas driver's license.

Physical Demands

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 essential duties of this job, the employee regularly is required to sit at a desk or in a vehicle, and frequently is required to stand and walk on various types of surfaces. The employee constantly is required to reach with hands and arms, bend and kneel, and talk and hear. The employee must be able to use hands and fingers to write and/or type tickets and reports into computer and to use a weapon. The employee frequently must lift and/or move objects weighing up to 20 pounds, such as stacks of records or equipment and materials, and occasionally must lift and/or move objects weighing 100 pounds or more with or without the assistance of another officer. The employee must be able to see clearly, with or without vision correction, in close situations, at a distance, and peripherally, and be able to recognize colors and adjust focus. The employee may be required to ride a bicycle or motorcycle and occasionally may be called upon to perform acts of intense physical exertion during emergency situations.

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.

Job No. 151 (Continued)

While performing the essential duties of this job, the employee regularly is exposed to emergency situations in which there is the possibility of danger or physical injury. The employee frequently must work closely with others as part of a team, and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee is subject to working irregular schedules and overtime on an as-needed basis. The employee occasionally must work under time pressures to meet deadlines and must perform multiple tasks simultaneously (such as safely operating a vehicle, observing situations outside the vehicle, and operating the two-way radio). The employee constantly must present a positive attitude as a role model in the community. The noise level in the work environment is usually moderate, but may be noisy and distracting.

Acknowledgment of Job Description

I understand my responsibilities as described in this job description. I understand training and accomplishments that are expected of me as an employee of this organization.

I also understand that I may be given additional assignment not listed here.

Employee: _____ Date: _____

Supervisor: _____ Date: _____