

Job Description: PATROL OFFICER

CLASS NO. 1025

EEOC CATEGORY: Protective Service Workers

PAY GROUP:

FLSA: Nonexempt

A person cannot have been convicted of a Class B misdemeanor or higher. Must be a U.S. citizen and be able to pass an extensive background. If you have questions concerning qualification, you may contact Navasota Police Department 936-825-6124.

SUMMARY OF POSITION

Protects the city's residents and property and enforces laws and ordinances. Duties include patrolling an assigned area, generally by vehicle, and responding to emergency calls and routine complaints, taking appropriate action.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Patrol Supervisor; Corporal and/or Sergeant.

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 an assigned area, by vehicle or by foot, to prevent crimes and enforce laws and ordinances;

Responds to emergency calls and routine complaints and disturbances, including domestic disputes and burglar alarms, and takes necessary action when necessary

Directs and escorts traffic, operates traffic radar monitoring equipment, issues traffic citations, and investigates traffic accidents;

Questions witnesses, complainants, and suspects, and takes statements; Serves warrants and makes arrests;

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

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;

CLASS NO. 1025 (Continued)

Responds to animal control calls;
Assists in criminal investigations, including sexual assault, child abuse, narcotic, and homicide cases; Tags and logs in evidence;
Maintains on-call status and works overtime as necessary;
Specializes in traffic, suspect apprehension, directed patrol, or other areas as assigned;
Occasionally relieves Communications Operator as necessary.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: applicable state, federal, and local laws; techniques and procedures used in the law enforcement field; accident investigation; city ordinances; radar operation and applicable procedures of use; and the use and care of vehicles, firearms, and specialized equipment.

Skill/Ability to: understand and follow written and oral instructions, departmental policies, rules, regulations, and laws; operate a vehicle under emergency conditions; attend and understand police officer training courses; establish and maintain effective working relationships with co-workers, other law enforcement agencies, judicial officials, and the general public; demonstrate proficiency in both oral and written communication; analyze situations and adopt a quick, effective, and reasonable course of action; maintain accurate records; tolerate outside working conditions, including exposure to adverse weather conditions; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school diploma or its equivalent (GED), graduation from a state-approved police academy with a current valid TCOLE license, or the ability to obtain a TCOLE license, (college course work in criminal justice desirable);

not have been convicted, placed on probation, or ordered community supervision by a court of a class B misdemeanor or higher in the last ten years;

not have been convicted of family violence;
not ever have been convicted of an offense Class A Misdemeanor or above;
have not been discharged from any branch of military service for less than honorable conditions.

CERTIFICATES AND LICENSES REQUIRED

Basic Certification by the Texas Commission on Law Enforcement (TCOLE); or possesses acceptable training to meet minimum standards for initial licensure as outlined in the current Texas Commission on Law Enforcement Officer Texas Administrative Code 217.1 and appropriate Texas driver's license.

JOB PHYSICAL, MENTAL AND/OR EMOTIONAL REQUIREMENTS

The City will comply with the Americans with Disabilities Act, including the American Disabilities Act Amendment Act, and all other Federal, State and Local legislative requirements. The Facility will ensure that reasonable accommodations may be made to enable a qualified individual with a disability to perform the essential functions of that position.