



Job Description

Title: **Patrol Officer**
Department: **Police**
FLSA Status: **Non-Exempt**

GENERAL PURPOSE

Under general supervision of the Chief of Police and Police Sergeant, to enforce laws, protect life and property, preserve the peace, apprehend criminals, and investigate traffic accidents. Police Sergeant usually determines deadlines and priorities for this position. Routine course of action to be followed is generally clear-cut and specific in accordance with established Police Department policies; however, incumbent must be able to act quickly in emergencies and make independent decisions. Position requires constant contact with the public in situations that will require the use of tact, diplomacy, and good judgment.

SUPERVISION RECEIVED

Works under the direct supervision of the Chief of Police and the Police Sergeant.

SUPERVISION EXERCISED

Does not directly supervise any other position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Patrols an assigned beat by bicycle, car, or on foot to deter crime and detect violations of law.
- Makes arrests of persons violating laws and ordinances; inspects residential, commercial, and other buildings on assigned beat for indications of criminal activity; responds to emergency calls, routine complaints, and alarm system signals; and takes all necessary and appropriate law enforcement actions.
- Conducts open observation for traffic law violators; directs traffic; writes traffic and parking citations; questions drivers, witnesses, or others in connection with possible violations of the law; takes written statements; checks NCIC and TCIC for information on suspects; and accompanies prisoners to jail or court.
- Conducts preliminary investigations at crime scenes prior to arrival of supervisor; testifies in court; writes required reports; maintains files; and answers phones.
- May be assigned specialized duties as criminal investigator, motor officer, bicycle officer, or specialized team member.

PERIPHERAL DUTIES

- Performs other tasks as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Some college semester hours are preferred, with a minimum GPA of 2.0
- Must be a certified peace officer in the State of Texas.
- Must have made passing scores on all applicable entrance tests.

- Valid Texas Class C Driver's License with a safe driving record (no more than 3 moving violations in the past 36 months); no record of DWI, DUI, or license suspension with the past five years.
- Must be at least twenty-one (21) years of age and a citizen of the United States.

Necessary Knowledge, Skills and Abilities:

Reading	Competent - Ability to read and understand literature, books, reports, policies, and/or legal documents. 20/20 vision, with or without correction, during day and night is required. Ability to distinguish between colors red, green, and yellow when responding to calls for service and follow-up investigations.
Math	Competent - Ability to apply fundamental mathematics..
Writing/Verbal	Competent - Ability to write tickets and required reports properly and in English; ability to communicate clearly in English with supervisors, co-workers, and the general public.
Managerial	Receives administrative direction: Within this job, the employee normally performs the duty assignment within narrow parameters defined by organizational requirements and accepted practices. Total end results determine effectiveness of job performance.
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work is fairly routine but may require quick thinking and good judgment in emergency situations.
Interpersonal / Human Relations Skills	Ability to get along with fellow officers, supervisors, and the general public is critical. Integrity and ethical conduct is essential to success.

SPECIAL REQUIREMENTS

Must be bondable. Must have a good knowledge of criminal laws and local ordinances; skill in the use and care of firearms, vehicles, and other common police equipment; knowledge of first aid; and the ability to gain compliance with the law in a positive manner. Must be able to hear conversational voices as well as radio communications. Must maintain a residential telephone for emergency calls. Must be at least twenty-one (21) years of age.

Prefer employee to reside within twenty-five (25) miles of corporate limits.

GENERAL TOOLS AND EQUIPMENT USED

Vehicle; restraining devices including handcuffs, flex cuffs, and leg shackles; radar unit (mounted and hand-held), radios (mounted and hand-held); telephone; copier, fax machine; computer; printer and related software; flares; drug test kits; gas pump; pen and pencils; flashlight; binoculars; intoxilyzer; tire jack; and ticket book.

ENVIRONMENTAL FACTORS

D=Daily	W=Several Times Per Week	M=Several Times Per Month	O=Occasionally	N=Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	O	Respiratory Hazards	O	Office Environment	
Chemical Hazards	O	Extreme Temperatures	O	Warehouse	
Electrical Hazards	O	Noise and Vibration	O	Shop	
Fire Hazards	O	Wetness/Humidity	O	Vehicle	X
Explosives	O	Physical Hazards	M	Outdoors	X
Communicable Diseases	W			Other (see 2 below)	
Physical Danger or Abuse	W				
Other (see 1 below)	N				

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED AND USED

Firearms, ballistic vest, gloves, boots, pepper spray, baton, decontamination spray, tasers, and other customary police protection devices.

NON-PHYSICAL DEMANDS

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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<u>NON-PHYSICAL DEMANDS</u>	
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3) N/A

OVERALL PHYSICAL STRENGTH DEMANDS

Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS

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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	C	Long periods of time carrying full equipment load both indoors and out. Must be able to run sprints and run for sustained periods of time.
Sitting	F	Desk work, meetings
Walking	F	Over all types of terrain, both improved and unimproved surfaces. On assigned beat and within the Department
Lifting	O	Files
Carrying	O	Files
Pushing/Pulling	F	Must be able to perform essential pushing and pulling activities such as pushing cars off the roadway, pushing doors open, and using force by pushing and pulling in self defense situations for short and sustained periods of time. Must have upper body absolute strength to perform essential lifting.
Reaching	O	For files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard
Kneeling	F	Stooping, kneeling, and bending are required to perform tasks such as laying flares, arresting suspects, investigating crime scenes, changing tires, performing C.P.R. and collecting evidence. Must be able to crawl under obstacles.
Crouching	R	Filing in lower drawers
Crawling	F	Crawling is required for self protection, building searches, and surveillance work.
Bending	O	Retrieving items from lower shelves
Twisting	F	Twisting of upper body required to enter and exit police vehicles, use ASP baton, and while using force or restraining suspects.
Climbing	O	
Balancing	O	Must be able to jump and vault over obstacles.
Vision	C	Reading, computer screen, driving
Hearing	C	Must be able to hear conversational voice as well as radio communications. Communicating with co-workers and public and on telephone

Talking	C	Communicating with co-workers and public and on telephone
Foot Controls	F	Driving

WORK ENVIRONMENT

The work environment characteristics described here as the Environmental Factors and the Physical and Non-physical Demands are representative of those an employee encounters while performing the essential functions of this job. Duties require exposure to serious physical dangers and extremes in weather and temperature. Officer sits in a vehicle for long periods of time; stands for long periods directing traffic; gets in and out of a vehicle repeatedly; stoops, bends, squats, twists upper portion of body, and runs in pursuit of fleeing suspects. Officer may be required to physically overcome suspects. The Police Officer must maintain the appropriate level of physical fitness required for hire as a condition of continued employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet. Very loud noises are to be expected on occasion if employee is in the field.

ATTENDANCE REQUIREMENTS

Employees of the City’s police department work in shifts. In accordance with the exception allowable under Section 7 (k) of the Fair Labor Standards Act (FLSA), the City has established a 14 day work period for its police officers. After the number of police officers employed by the City reaches five (5), police officers will earn overtime compensation or compensatory time off, at the discretion of the City, for all hours worked above 84 hours in a 14 day work period.

ACKNOWLEDGEMENT

By signing below you understand the requirements, essential duties and responsibilities, of the position. You also understand this job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. All employees of the City of Bee Cave are employed at-will, unless they have a contract approved by the City Council.

Employee Signature

Date

Supervisor Signature

Date