



## CITY OF LEON VALLEY JOB DESCRIPTION

**JOB TITLE:** Patrol Officer

**DEPARTMENT:** Police Department

**FLSA STATUS:** Non-Exempt

**EFFECTIVE DATE:** January 31, 2024

### **JOB SUMMARY:**

Under the general supervision of Patrol Supervisor. This position is responsible for responding to emergency calls, patrolling, assisting in crime prevention, providing enforcement, providing traffic control, and conducting investigations; under the laws of the City, State, and the United States; carry out special assignments in the field of police work; provide reports of assignments and/or do related work as required.

### **ESSENTIAL JOB FUNCTIONS:**

*Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.*

Responds to emergency calls by answering dispatch calls for service; enforcing laws and ordinances; assisting citizens with conflict resolution; advising citizens on services or resources; making arrests; and utilizing weapons and tools;

Work a uniformed shift in the performance of security patrols, traffic control, investigation at accident scenes, detection, investigation and arrest of persons involved in crimes or misconduct;

Respond to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. and takes appropriate law enforcement action;

Investigate criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities;

May have to do the following: Interrogate suspects, witnesses and drivers, preserve evidence; arrest violators; investigate and render assistance at scene of vehicular accidents; summon ambulances and other law enforcement vehicles; take measurements and draws diagrams of scene; conduct follow-up investigations of crimes committed during assigned shift; seek out and questions victim, witnesses and suspects; develop leads and tips; search crimes for clues; analyze and evaluate evidence and arrest offenders; prepare cases for giving testimony and testify in court proceedings;

Carries out duties in compliance with and enforces appropriate City ordinances, State and Federal laws, and all written directives;

Recognize the need for supervisory intervention and seek it when needed; keep supervisors informed of relevant activity;

Prepares a variety of reports and records including officer's daily log, report of investigation, field interrogation report, vehicle impound report, etc.;

Assist citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.;

Contacts and coordinates information and follow-ups with other agencies and law enforcement jurisdictions including but not limited to the military, NCIC, FBI, DEA, ATF, and other criminal history or intelligence resources;

Make ethical decisions that conform to applicable laws, departmental policy, regulations, etc. without supervision when appropriate;

Work well with the public and coworkers daily, communicating effectively, maintaining alertness, composure, helpful attitude and professionalism in all circumstances, including stress, verbal abuse, criticism, and/or other adverse conditions;

Maintains contact with general public, court officials, and other City officials in the performance of police activities or assignments;

Provide police service and assistance;

Follow a chain of command and instructions, receptive to supervision;

Immediately comprehend and execute orders from a supervisor in emergency situations;

Adapt toward procedures, programs, regular and special assignments;

Begin and seek out work without supervision;

Perform search duties of persons/vehicles for weapons, evidence, or contraband and searches of buildings, storm sewers, or tunnels in dark or low - light conditions for evidence, suspects and / or missing persons;

Demonstrate competent weapons' proficiency with Department -authorized firearms;

Display proficiency in officer survival and safety tactics;

Operate, use and maintain assigned vehicles and equipment safely and properly, drive safely under adverse conditions (e.g. , rain, snow, sleet, ice, dark etc.); safely engage in high speed driving while pursuing suspects or responding to calls; operate motor vehicle safely for extended periods of time; and safely work in congested traffic areas in and out of police vehicle;

Set up roadblocks appropriately using traffic barriers other than cars, e.g., cones, sawhorses, signs, etc.;

Physically intervene to restrain individuals for the safety of the officer, others and the individual;

Appropriately use arm lock/neck restrain, apply handcuffs, forcefully grab subjects by the arm to lead them away, and / or physically hold unwilling or aggressive subjects until help arrives;

Use appropriate forced entry techniques;

Must use protective equipment such as, bullet proof vest, traffic vest, handcuffs, gloves, and boots; appropriately by city and departmental policies;

Direct or control traffic with a flashlight or hand signals for more than one hour at a time;

Acceptably perform duties acceptably after long hours (more than 24) without sleep during emergency situations;

Attend all courts, meetings, and other functions as scheduled and requested;

Work in all weather conditions, inside and outside, in light and/or dark;

Work any day of the week, any hour of the day, extra assignments and be able to respond to situations while on and off duty as directed;

Communicate effectively via police radio, telephone, and in person, with citizens, coworkers, supervisors, and instructors, including persons of diverse backgrounds, without bias or prejudice;

Maintain an acceptable physical fitness level, including specific vision abilities required by this job including close vision, distance vision, and the ability to adjust focus, also including hearing abilities to sufficiently and clearly communicate verbally to work safely with others in noisy situations;

Maintain the appropriate uniform;

Search files, assemble information, file and retrieve from file cabinets;

Present written and oral reports;

Ensure that patrol operations are performed in concert with all applicable laws, ordinances and policies/procedures of the City and department; and

Fluently read, write and converse in English;

Must not pose a threat to the health and safety of self or others.

Fuel and service police vehicles;

Assist in setting up training equipment, e.g. firing range, driving course, etc.;

May relieve superior officers in their absence;

Demonstrate an aptitude for Law Enforcement work;

Ability to read, write and communicate effectively in Spanish is desirable;

Ability to think clearly and act effectively in emergency situations, making sound and logical decisions quickly;

Good prioritizing and problem solving abilities;

Ability to observe and remember details of incidents, names and faces;

Must be able to communicate effectively and courteously with all city employees, and the public;

Ability to practice sound safety and work habits;

Must have good prioritizing and problem solving abilities;

Physical agility and good cognitive abilities are required for successful performance of Essential Functions;

Must not have any history of criminal or improper conduct which may affect suitability for law enforcement work;

Must not have been convicted, placed on deferred adjudication or probation or under indictment for any felony under the laws of Texas, another state or the United States;

Must not have been convicted in the past five years of a misdemeanor offense of the grade of Class A or Class B, or its equivalent for which the punishment could include jail time;

Must not be on probation, community supervision, deferred adjudication or any type of court ordered supervision for any criminal offense;

Must not have engaged in the manufacture or sale of any controlled substance or dangerous drugs, or ever used illegal drugs or substances other than experimentation with marijuana;

Must not have used or consumed intoxicating beverages in an excessive manner and/or have been convicted or placed on probation for DWI or DUID in the past five (5) years;

All other arrests and convictions are evaluated on an individual basis based on the nature and gravity of the offense, time passed since the conviction and/or completion of sentence; and

Any and all prior military service is required to have resulted in at least an under honorable conditions discharge.

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:**

Effectively and appropriately use vehicles, vest, traffic vest, handgun, OC (pepper) spray, handcuffs, radio, flashlight, gloves, laptop, dash radar, handheld radar, baton, catch-pole, Mobile Data Terminal, Microsoft Office Suite.

**ENVIRONMENTAL FACTORS:**

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather. Must be able to drive safely under adverse conditions (e.g. rain, snow, sleet, ice, dark etc.). Will come in contact with some exposure to dust, chemicals, fumes and loud noises must use proper safety precautions.

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
<b>-Health and Safety Factors-</b>				
Mechanical Hazards				R
Chemical Hazards				F
Electrical Hazards				R
Fire Hazards				O
Explosives				O
Communicable Diseases				F
Physical Danger or Abuse				F
Inclement Weather				F

<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
<b>-Environmental Factors-</b>				
Respiratory Hazards				M
Extreme Temperatures				D
Noise and Vibration				M
Wetness/Humidity				M
Physical Hazards				D

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Must be able to load and unload police equipment from a vehicle, including lifting objects weighing 50 pounds; raise a pistol, rifle, or shotgun to aim at a subject for an extended period of time (more than ten minutes) without firing. Must be able to carry or drag at least 150 pounds of an injured or other persons and assist ambulance/EMS attendants in carrying victims under adverse conditions, eg. up/down stairs, over rough terrain, out of creeks, etc.. Must be able to walk for short and long distances (more than 1/4 mile). Must be able to run and chase suspects for extended distances (more than 100 yards) over adverse terrain (e.g., rugged fields, alley ways, fences), climb buildings, crawl through windows, climb ladders, walk on rooftops to search for criminal entry, evidence, or suspects; and run up and down a flight of stairs/steps to assist other officers or apprehend subjects.

<b>-Physical strength for this position is indicated below with "X"-</b>					
Sedentary	Light	Medium	<b>X</b>	Heavy	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.	<b>X</b>	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:**

Must be able to stand on hard surfaces for long periods of time (more than one hour) performing guard/security duties. Walk long distances on uneven terrain and hard surfaces.

<b>C</b> Constantly 2/3 or more of the time.	<b>F</b> Frequently From 1/3 to 2/3 of the time.	<b>O</b> Occasionally Up to 1/3 of the time.	<b>R</b> Rarely Less than 1 hour per week.	<b>N</b> Never Never occurs.
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*Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.*

Physical Demand	Frequency	Brief Description
Standing	C	Foot patrolling
Sitting	F	In Patrol Vehicles for extended periods
Walking	C	Around public grounds and crime scenes
Lifting	F	equipment, injured persons
Carrying	F	equipment, injured persons
Pushing/Pulling	F	equipment, injured persons
Reaching	O	for supplies
Fine Dexterity	O	Computer Keyboard

Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	O	inside attics/ditches, in search for suspects
Bending	O	retrieving items from lower shelves/ground
Twisting	F	getting inside vehicle
Climbing	F	Stairs
Balancing	O	computer screen, driving, observing work site, reading
Vision	C	Driving, observing scene, reading
Hearing	C	Communicating with co-workers and public and on telephone
Talking	F	Communicating with co-workers and public and on telephone
Foot Controls	F	vehicles
Other (specified if applicable)		

### **JOB REQUIRMENTS:**

<b>-Description of Minimum Job Requirements-</b>	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Under and including one year.
Supervision	Work has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Communications and discussions may result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance is reviewed periodically.
Technical Skills	Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Position has no fiscal responsibility.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Texas Motor vehicle license and the ability to remain eligible to drive under the City's driver evaluation program; Licensed Basic Peace Officer with Basic Certificate from Texas Commission on Law Enforcement Officer Standards and Education. All required licenses and certifications must be current and valid.

### **PRIMARY WORK LOCATION**

Office Environment		Vehicle	<b>X</b>
Warehouse		Outdoors	
Shop		Other (See Environmental Factors)	
Recreation/Neighborhood Center			