



**Title: Patrol Officer**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to protect and serve the property and citizens of the City. This is accomplished by patrolling the City, recognizing and citing offenses and making arrests where necessary. Other duties include promoting a secure environment, enforcing traffic laws, reporting motor vehicle accidents, investigating crimes, providing language translations to the department, maintaining positive community relations and interfacing with other City employees and citizens. Assist with the preparation of special events.

**ESSENTIAL 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. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) 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.

#	Code	Essential Functions	% of Time
1	M	Promotes a secure environment by patrolling the City and assigned districts; answering calls for service from citizens; deterring crime by presence; assisting in high risk situations; providing special surveillance operations; taking reports; operating police equipment; enforcing state, local laws, and City ordinances; subduing combative or uncooperative citizens; making lawful arrests; and keeping the peace on civil scenes	80%
2	L	Provides administrative and clerical support by preparing report and non-report paperwork and forms; maintaining vehicles; inspecting and maintaining personal equipment; logging evidence; reporting vehicle or equipment malfunctions; entering data into computer; and providing courtroom testimony	15%
3	L	Participates in training by attending training classes; teaching training classes; and ensuring annual qualification with firearm	5%



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Under and including one year experience.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	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 reviewed periodically.
Technical Skills	Skilled: 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	Has no budgetary responsibility
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. 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	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Basic Peace Officer Certificate (TCLEOSE); TCLEOSE Instructor Certification; Valid Driver's License; Standardized Field Sobriety Test Practitioner



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-				
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.	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:**

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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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	F	making presentations, communicating with co-workers, observing work site, observing work duties
Sitting	C	desk work, meetings, driving
Walking	O	to other departments/offices/office equipment, around work site
Lifting	O	supplies, equipment
Carrying	C	equipment
Pushing/Pulling	O	equipment
Reaching	O	for supplies
Handling	F	paperwork
Fine Dexterity	F	computer keyboard, telephone pad, calibrating equipment
Kneeling	F	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	R	inside attics/pipes/ditches
Bending	O	retrieving items from lower shelves/ground
Twisting	C	from computer to telephone, getting inside vehicle
Climbing	R	ladders, stairs
Balancing	R	on ladders
Vision	C	driving, observing work site, reading, computer screen
Hearing	C	communicating with co-workers and public and on telephone
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	C	driving
Other (specified if applicable)	N	



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

Uniform, gun belt, firearm, ammunition, OC spray, handcuffs, body armor, vehicle, digital camera, telephone, copier, radar, mobile video, shotgun, computer, and associated hardware and software

**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<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
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<b>-Health and Safety Factors-</b>	
Mechanical Hazards	O
Chemical Hazards	O
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	O
Physical Danger or Abuse	F
Other (see 1 below)	N

<b>-Environmental Factors-</b>	
Respiratory Hazards	M
Extreme Temperatures	W
Noise and Vibration	M
Wetness/Humidity	W
Physical Hazards	W

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Kevlar vest, duty belt, hand cuffs, OC spray, firearm, latex gloves, and baton

**NON-PHYSICAL DEMANDS:**

<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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<b>-Description of Non-Physical Demands-</b>	<b>-Frequency-</b>
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment		Vehicle	X
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this description and understand the requirements and responsibilities of the position.

	_____ Signature of Employee	_____ Date
_____ Job Title of Supervisor	_____ Signature of Supervisor	_____ Date
_____ Job Title of Department Head	_____ Signature of Department Head	_____ Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.