



## CITY OF INGLESIDE JOB DESCRIPTION

### Patrol Officer I

<b>Department:</b>	Police
<b>FLSA Status:</b>	Non-Exempt
<b>Effective Date:</b>	02/24/2020
<b>Pay Grade:</b>	9

#### POSITION SUMMARY

Performs protective service work enforcing law, investigating criminal activity, ensuring safety of public, collecting evidence, testifying in court, maintaining files and records, preparing reports, and related work as apparent or assigned. Work is performed under the moderate supervision of the Patrol Sergeant.

#### QUALIFICATION REQUIREMENTS

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

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates a patrol vehicle or walks on an assigned shift, to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order.
- Enforces all State and local laws pertaining to criminal, civil and traffic offenses and ensures the health, safety, and welfare of the public.
- Interviews victims and witnesses to obtain additional necessary information regarding crimes, accidents, violations, etc.; helps investigate crimes and collect evidence; conducts searches; investigates traffic accidents.
- Responds to radio dispatches and answers calls and complaints; issues traffic citations; serves warrants, summons, etc.
- Assists the public with services including education on crime prevention, provision of general information, assistance with auto or home lockouts, general complaints, stranded motorists and provides escort services for banks, funerals, and other business.
- Makes arrests, completes arrest records and testifies in court; writes clear, concise reports to ensure legal procedures are followed, court testimony is complete and accurate, and evidence is collected and maintained with exact details.
- Directs traffic; performs residential and commercial checks.
- Assists other law enforcement agencies when requested or assigned.
- Performs basic maintenance of all issued equipment.
- May be assigned specific collateral duties such as administrative, special response team, special operations, narcotics, investigations, animal control, etc.
- Complete assigned health and safety courses to create a safe work environment

#### SUPERVISION RECEIVED AND EXERCISED

- Moderate supervision

- Under the direction of the Patrol Sergeant.

## EDUCATION AND EXPERIENCE REQUIREMENTS

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education** – High School / GED

**Experience** – Minimal Experience in law enforcement

**License or Certificate** – Must meet and maintain all department, State and Federal training and education requirements for position

Valid driver’s license in the State of Texas

**Special Requirements** – Possession of Texas Commission on Law Enforcement (TCOLE) Basic Peace Officer’s License upon hire.

<b>Required Education</b>	High School / GED
<b>Required Experience</b>	Minimal Experience
<b>Combination OK?</b>	Yes

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Some knowledge of police methods, practices, and procedures
- Thorough knowledge of the geography of the City and location of important buildings
- Some knowledge of the rules and regulations of the Police Department
- Skill in using firearms and operating a motor vehicle
- Ability to communicate ideas effectively orally and in writing; ability to understand and carry out oral and written instructions and to prepare clear reports
- Ability to deal courteously, but firmly with the public
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances
- Ability to establish and maintain effective relationship with associates, legal representatives, public safety personnel, and the public.

<b>Admin.</b>	Memos, Letters, and reports
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## PHYSICAL DEMANDS

*The physical demands herein 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 these essential job functions.*

- This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force
- Work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, reaching with hands and arms, tasting or smelling and pushing or pulling and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and repetitive motions
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision

<b>Weight</b>	10-100 lbs.
<b>Environment</b>	Mod. noisy
<b>Physical Activity</b>	Moderate

- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities
- Work frequently requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

**Personnel and Policy Handbook section 3-C**

*“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”*

*Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*

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Employee Signature

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Date