JOB TITLE: Police Patrol Officer
DEPARTMENT: Police
REPORTS TO: Police Sergeant/Lieutenant
PAY GRADE: P3
EMERG. STATUS: E
FLSA STATUS: Non-exempt

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*  JOB SUMMARY  *
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Responds to emergency and non-emergency requests for police service and enforces all federal laws, state laws, and city ordinances.

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*  BUDGETARY RESPONSIBILITIES  *
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No budgetary responsibilities.

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*  PRINCIPAL DUTIES AND RESPONSIBILITIES  *
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1. Patrols the city and responds to citizen’s requests and complaints regarding possible criminal activity such as disturbances, burglaries, prowlers, suspicious persons, etc...
2. Allocates patrol time to identify and solve business and residential problems by applying proven problem solving techniques.
3. Issues warnings and citations to violators of city and state regulations and laws.
4. Arrests suspects, guards and transports prisoners to other facilities.
5. Investigates suspicious and criminal activity.
6. Responds to emergency calls, traffic accidents and general requests for assistance.
7. Secures crime scenes, interviews witnesses, victims, and suspects. Takes written and video statements and confessions.
8. Collects and preserves evidence.
9. Guards and transports mental patients to out of town facilities.
10. Writes offense reports, arrest reports, incident reports, supplemental reports, and other police related documents, forms and memorandums.
11. Informs the community of crime prevention, public safety and public awareness programs.
13. Appears in court and testifies.
14. May be assigned to specialized programs such as Special Crimes, Investigations, School Resource Officer Program, Crime Prevention Unit etc.
15. As applicable, when assigned to a Special Crimes or Investigative Unit:
   • Conducts investigations of suspected violations as assigned. Develops supplemental information.
   • Gathers evidence and presents cases to the District Attorney’s Office.
   • Determines amounts and value of stolen merchandise.
   • Establishes and maintains contacts with informants in order to collect evidence or glean information.
   • Operates investigative and specialized surveillance equipment while conducting surveillance activities.
   • Serves as weekend or evening duty investigator, when assigned.
16. **As applicable, when assigned to the School Resource Officer Program:**
- Responds to calls for assistance, preventative patrol, making arrests, and conducting follow-up investigations on campus.
- Employee is contacted for all on-campus responses.
- Maintains close liaison with campus personnel/students and is familiar with potential problems. Also maintains close liaison with the Victoria Police Department’s Investigative Unit, Juvenile Services, District Attorney’s Office, and other juvenile justice agencies.
- Utilize discretion in enforcement action when a law is violated with the SRO having the final decision, they may, however, take the school’s wishes into consideration.
- Maintains a peaceful environment that allows the learning process to continue uninterrupted.
- Conducts interviews, obtains sworn statements, and prepares necessary reports for dissemination to the divisions or agencies, including case preparation for referrals to Juvenile Services, the District Attorney’s Office, and Municipal Court.
- May provide individual counseling to students and present information to students in a classroom setting with respect to current issues affecting that particular age group addressed, community problems, and guidance on social and ethical issues.
- Gathers intelligence information on juveniles, gangs, and criminal activity planned/committed by students and disseminates the appropriate divisions/agencies.

17. **As applicable, when assigned to the Crime Prevention Unit:**
- Promotes, organizes and establishes neighborhood watch groups. Revitalizes non-active groups.
- Prepares training and determines scheduling for the Crime Prevention program.
- Conducts residential and business security surveys.
- Presents various information and programs including to parent/teacher organizations and other school groups.
- Makes presentations to civic groups and interested business.
- Prepares and presents crime prevention programs in the Victoria Police Academy and as in-service training to regular employees.
- Coordinates the Victoria Police Department Civilian Police Academy.
- Acts as Liaison to the Civilian Police Academy Alumni.
- Participates in special school activities.

18. Regular attendance at work and arrives on time.
19. Performs duties according to the City and departmental safety rules and policies.
20. Performs all other job related duties as assigned or as become apparent.
21. Ability to get along with other employees and the public.

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*  PHYSICAL AND ENVIRONMENTAL CONDITIONS  *
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Employee is exposed to possibly dangerous criminals on an ongoing basis. Employee must work in seasonal temperatures and may be exposed to potentially hazardous chemicals and diseases. Sufficient physical ability and stamina to bend, run, lift and crawl into small spaces and to restrain suspects. May ride patrol in either a patrol vehicle, bicycle, or on a motorcycle. Must be able to safely operate a motor vehicle at high speeds during emergencies. Ability to lift 35-40 pounds frequently, up to 70 pounds occasionally, and to pull or drag up to 150 pounds. Specific vision abilities required include close vision, distance vision, co-peripheral vision, depth perception, and the ability to adjust focus.
JOB TITLE: Police Patrol Officer

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* REQUIRED CONTACTS *
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Ability to effectively communicate with employees, citizens and other law enforcement agencies in order to discuss requests for service and possible criminal activities. Will work with other agencies in exchanging information or requesting assistance.

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* REQUIRED QUALIFICATIONS *
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Knowledge, Abilities and Skills--
Ability to read and interpret policies, ordinances, state laws, reports and updates regarding criminal activity. Ability to complete a variety of written reports which may be used in a court of law. Skill in the use of firearms and other related law enforcement equipment. Knowledge of computers and typing skills.

Minimum Education, Experience and Certification--
Twenty-one (21) years or over (18 years with 60 academic semester hours, college credit or two years military service). High school diploma; OR, GED. Certified as a TCLEOSE Peace Officer. Possession of a valid Texas driver's license with driving record that meets City guidelines. Spelling abilities (passing score 70%) and a minimum net typing speed of 25 words per minute.

UPDATED: January 28, 2013

SIGNATURE:

Employee  __________________________________________   Date  _________________

Immediate Supervisor  _________________________________  Date  _________________

Department Director  __________________________________  Date  _________________