JOB TITLE: Police Senior Patrol Officer
DEPARTMENT: Police
REPORTS TO: Police Sergeant/Lieutenant
PAY GRADE: P4
EMERG. STATUS: E
FLSA STATUS: Non-exempt

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*  JOB SUMMARY  *
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Conducts preliminary investigations and responds to emergency and non-emergency requests and enforces all city ordinances and state and federal laws.

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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. Assist in the training of cadet officers and provides guidance to officers of lesser rank.
2. Allocates patrol time to identify and solve business and residential problems by applying the concepts of Community Oriented Policing.
3. Patrols the city and responds to citizen requests and complaints regarding possible criminal activity such as disturbances, burglary, prowlers or suspicious persons.
4. Issues warnings and citations to violators of city and state regulations and laws. Arrests violators and transports to other facilities.
5. Investigates suspicious and criminal activity. Responds to emergency calls, traffic accidents and general requests for assistance.
7. Guards and transports prisoners.
8. Writes offense, incident, supplemental, arrest and impoundment reports.
10. Analyzes community problems and in cooperation with citizens, formulates and implements solutions.
11. May be assigned to specialized programs such as Community Services (see item 13), Special Crimes or Investigative Unit (item 14), School Resource Officer program (item 15), Warrant Officer (item 16) Training Personnel and Recruitment Unit (item 17) and K-9, etc.
12. Appears in court and testifies under oath.
13. As applicable, when assigned to the Community Services Section:
   - 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. Conducts insurance inspections of residences.
   - Presents various information and programs including drug prevention programs to parent teacher organizations and other school groups. Makes presentations to civic groups and interested business.
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- Prepares and presents crime prevention programs in the Victoria Regional Police Academy and as in-service training to regular employees.
- Assists or coordinates the Victoria Police Department Civilian Academy.
- Participates in special school activities.

14. 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 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 surveillance equipment as well as video, photograph and related equipment while conducting surveillance activities.
- Serves as weekend or evening duty investigator, when assigned.

15. As applicable, when assigned to the School Resource Officer Program:
- Respond to calls for assistance, preventative patrol, making arrests, and conducting follow-up investigations on campus.
- Employee is contacted for all on-campus responses.
- Maintain close liaison with campus personnel/students and be familiar with potential problems. Also maintain close liaison with the Victoria Police Department's 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.
- Maintain a peaceful environment that allows the learning process to continue uninterrupted.
- Conduct interviews, obtain sworn statements, and prepare necessary reports for dissemination to other 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.
- Gather intelligence information on juveniles, gangs, and criminal activity planned/committed by students and disseminate the information to the appropriate divisions/agencies.

16. As applicable, when assigned to the Warrant Officer Section:
- Field Contacts – Make personal contact with defendants on active warrants or defendants who fail to comply with court orders.
- Arrests (Adult) – Research the warrant and locate the defendant. Verify identity of defendant, inform defendant of the purpose of contact, and make arrests.
- Arrests (Juvenile) – (Some) – and bring the juvenile offender to Municipal Court. Attempt to notify parents of juvenile offender and have them in court.
- Warrant Execution – Check defendants name in the RMS, TLETS, and VCSO RMS (if applicable) to determine warrant validity and if defendant has other outstanding warrants.
- Telephone Contact – Notify defendant of active warrants. Defendant is advised to pay fine(s) in order to avoid arrest.
- Arrest and transport of defendant(s).
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- Prepare reports for Municipal Court Administrator and provide courtroom security as bailiff.
- Prepare police and/or Sheriff Office arrest reports as needed; other documents as needed.
- Supervise municipal court community source operations.

17. As applicable, when assigned to the Training, Personnel and Recruitment Unit:
   - Assists with research, development, coordination and scheduling of training programs to meet departmental needs and local, state and federal mandates such as OSHA, TCOLE, General Orders (GO), and Division Directives (DD).
   - Assists with monitoring, recording and maintaining a database of training programs.
   - Assists with maintenance of training records for department.
   - Administers and evaluates physical agility tests given to officers and recruits.
   - Assists with supervision of the recruiting and hiring process for new officers. Performs orientation. Assists in supervision and scheduling of field training programs for cadets.
   - Assists with research and maintenance of independent study courses for training. Instructs classes on in-service programs and safety procedures.
   - Acts as a liaison to the Victoria College Police Academy and other training entities as requested by the Lieutenant in Training.

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 and assigned or as 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.

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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. May be required to interact closely with school age children and Victoria Independent School District officials if assigned to special programs such as the Community Services Section and the School Resource Officer Program.

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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 court of law. Employee will write citations. Skill in the use of firearms and other related law enforcement equipment. Knowledge of computers and typing skill.

Minimum Education, Experience and Certification--
High school diploma or equivalent plus three years experience as a licensed police officer. Lateral entry candidates will have different set of criteria as indicated in Victoria Police Department General Order 02.04. Certified as a TCOLE Peace Officer with 800 training hours recognized by TCOLE. Valid Texas driver’s license with driving record that meets City guidelines. As applicable, must be able to obtain TCOLE Instructor Certification.

UPDATED: February 2009

SIGNATURE:

Employee ___________________________ Date ________________

Immediate Supervisor _________________________ Date ________________

Department Director _________________________ Date ________________