

TOWN OF PROSPER

TITLE:	PATROL OFFICER	SALARY	21.88 PER HOUR MINIMUM IN HIRE RATE
DEPARTMENT:	POLICE	LAST UPDATE:	3/2010
REPORTS TO:	POLICE SERGEANT	FLSA DESIGNATION:	NON-EXEMPT

DEFINITION

To perform law enforcement and crime prevention work; to control traffic flow and enforce State and local traffic regulations; to perform investigative work and other special assignments; and to perform a variety of technical and administrative tasks in support of the Department. This is a sworn position.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from higher level supervisory and management staff.
- Exercises no supervision

EXAMPLES OF DUTIES

Duties and responsibilities may include, but are not limited to, the following:

Essential Functions:

- Patrol a designated area of the Town to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances.
- Answer calls and complaints involving automobile accidents, misdemeanors and felonies.
- Respond to general public service calls including domestic disturbances, civil complaints, property control, and related incidents.
- Collect, process, photograph and present evidence using scientific techniques including fingerprints, fibers, blood, and related physical evidence.
- Check buildings for physical security.
- Serve as Field Training Officer as assigned; train new officers on departmental policies, procedures and activities.
- Enforce traffic laws and ordinances; issue warnings and citations; direct traffic at fire, special events, and other emergency or congested situations.
- Conduct investigations of private property, non-injury, serious injury and fatality traffic accidents; conduct traffic accident analyses and general traffic surveys.
- Conduct a variety of criminal investigations involving crimes against persons and property, auto theft, white-collar crime, and narcotics; gather evidence and prepare cases for prosecution.
- Identify suspects; conduct interviews and interrogations; apprehend and arrest offenders.
- Contact and interview victims and witnesses; preserve and investigate crime scenes.
- Conduct covert, undercover investigations as assigned.
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education and relative to crime and crime prevention.

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- May assist with a variety of special projects, as assigned, including intoxilyzer testing, accident reconstruction, and water rescues.
 - May assist with the testing of weapons; may participate in reloading ammunition.
 - Assist in the performance of special investigative and crime prevention duties as required.
 - Prepare reports on arrests made, activities performed and unusual incidents observed.
 - Prepare and deliver a variety of presentations concerning law enforcement, crime, and crime prevention if assigned; serve as the liaison between the Police Department and the public concerning crime and its prevention if assigned.
 - Make arrests as necessary; interview victims, complainants and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court.
 - Serve warrants within the department and with outside agencies; remain current on laws and procedures required for processing warrants.
 - Assist with the conduct of community presentations and instruct assigned classes.

Additional Duties:

- Maintain Town facilities, vehicles and equipment as required.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Traffic laws and regulations.
- Basic function of a public safety operation.
- Criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence in traffic and criminal cases.
- Police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques.
- Offensive and defensive weapons nomenclature and theory.
- Self defense tactics and proper use of force.
- Interviewing and interrogation techniques.

Ability to:

- Analyze situations quickly and objectively, and determine and take emergency action.
- Learn the operation of standard equipment and facilities required in the performance of assigned tasks.
- Use, care for and qualify with firearms.
- Prepare accurate and grammatically correct written reports.
- Communicate effectively, both orally and in writing.
- Meet the physical requirements established by the Department.
- Think and act quickly in emergencies and judge situations and people accurately.
- Understand and interpret laws and regulations.
- Use standard broadcasting procedures of a police radio system.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Two years of law enforcement experience or two years active duty military or two years of college level course work.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in police science, criminal justice administration or a related field.

Any equivalent combination of education training and experience considered.

License or Certificate

- Possession of a valid driver's license.
- Possession of a valid Texas Peace Officer License from the Texas Commission on Law Enforcement Standards and Education.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell.
- Frequently required to walk, stand and sit.
- Occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.
- Occasionally lift and/or move more than 100 pounds.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be able to meet and maintain minimum physical standards as outlined by department policy.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Regularly works in outside weather conditions.
- Occasionally works near moving mechanical parts and in high, precarious places.
- Occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration.
- Noise level in the work environment is usually moderate to loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

The Town of Prosper, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources and or the Town Manager.

PROSPER'S PURPOSE - PROSPER IS A PLACE WHERE EVERYONE MATTERS