

# Police Patrol

Job Status

Open - open and accepting applications

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## Job Summary

Performs duties of a Police Officer, Probationary and related works as required. Performs crime prevention and law enforcement responsibilities on an assigned shift for the conduct of routine patrols, preliminary investigations, follow-up or specialized investigations, and traffic-related duties; performs related work as required.

## Pay Range

Starting salary: \$69,596.80 - DOQ

## Essential Duties and Responsibilities

*Essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by an employee in this role; employees may be assigned duties which are not listed below. Reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.*

- Attends training activities and receives classroom and field instruction in basic police methods
- Assists police officers in conducting patrols, traffic stops, and calls for service
- Assists police officers in arresting, searching, and transporting prisoners
- Prepares police and other departmental reports
- Directs traffic; transports police vehicles
- May be assigned to directed duties, including, but limited to, undercover assignments, assisting training coordinator, assisting members assigned to specialized assignments, crime scene investigator, and accident investigator
- Practices sound customer service and public relations skills
- Must be able to perform all job functions of police officer

- Must be able to meet all physical requirements of a police officer

## **Knowledge, Skills and Abilities**

- Knowledge of business English, spelling and arithmetic
- knowledge of modern office policies and procedures
- Must have one year of experience in office methods and procedures
- Experience with typing and computer equipment desired
- Must be able to perform all job functions of a Police Officer
- Must be able to meet and maintain all physical requirements of Police Officer position
- Good customer service and public relations skills

## **Education, Experience and Certification**

- High School diploma or G.E.D
- Minimum TCLEOSE Basic Peace Officer required
- Must have or be able to obtain Texas Driver's License without restrictions, except "A" within 30 days
- Must be U.S. citizen
- Must successfully pass an Assessment /Oral Board, comprehensive background check, psychological exam, polygraph, physical, and drug screen

## **Supporting Documents**

Job Description 37.38 KB

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