

CITY OF HUNTINGTON JOB DESCRIPTION

CLASS TITLE:	Administrative	DEPARTMENT:	PD
UNIQUE TITLE:	Patrol Officer	FULL TIME / NON-EXEMPT	
SALARY RANGE:	To be determined based on experience and budgetary availability		

JOB SUMMARY:

Under the supervision of the Police Chief and Sergeant, officers will be responsible for the enforcement of the laws of the State of Texas and the City of Huntington, and to protect the lives and property of the citizens. Officers will respond to citizens' calls for assistance, seek to observe and apprehend criminal offenders and traffic violators, and prevent criminal activity and civil disorders. Will perform other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Make preliminary investigations on cases ranging from civil to criminal activities as well as vehicle accidents with varying degrees of severity.
- Write technical reports including details and observations from accidents or crime scenes, issue citations, write reports on all types of incidents requiring police intervention. Clear sentence structure, accurate spelling, and good grammar are required for all documents as they could potentially wind up in court.
- Be on call twenty-four (24) hours per day.
- Be prepared to appear and testify in court when called upon to do so.
- Read and understand law books and legal decisions, city laws and ordinances, map information, memorandums and instructions, departmental policies and procedures, schedules, case reports, criminal activity information sheets, driver's licenses, and general correspondence.
- Keep abreast of changing statutes, laws, and ordinances to effectively perform duties.
- Be prepared to change shifts, duties, and/or responsibilities as directed by the Chief of Police or other person(s) of authority.
- Be knowledgeable about patrol areas, special orders related to such areas, and have a thorough knowledge of rules and regulations.
- Deal with irate, hysterical, aggressive, and abusive individuals, making attempts to verbally calm them; explain laws, legal procedures, and legal rights and processes to victims, suspects, witnesses, and the public; communicate with other officers, DA's office, court officials, and other law enforcement agencies.
- Report hazards that endanger public safety.
- Perform other related duties as assigned or required.

PHYSICAL CAPABILITIES:

- Should be able to sit for long periods to drive patrol car, perform office tasks, attend meetings, or court proceedings.
- Should be able to walk and/or run as necessary on different types of terrain and be dexterous enough to avoid debris, obstacles, or other hazards while doing so.
- Should be able to lift 50-100 pounds to move or transport recovered property or to assist persons who may have fallen or be otherwise injured.
- Should be agile enough to restrain suspects, use firearms, radio or other equipment, and recover property.
- Should be able to stand for long periods of time to work crime or accident scenes or possibly to serve as bailiff for the court.
- Should be able to kneel, squat, and bend as necessary in the performance of police duties.
- Should be able to climb and have adequate agility to balance oneself to prevent injury.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

Must be licensed by the Texas Commission on Law Enforcement (TCOLE) and maintain such license. Must possess a valid driver's license issued by the State of Texas.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

At least two (2) years of full-time patrol experience is preferred. Applicants must also be mentally and physically fit to discharge the duties of a police officer. Must be able to read and write effectively, be able to deal with others in an effective and courteous manner, act quickly and calmly in emergency situations, be proficient in the use of firearms, be well groomed, exercise good judgment, and have ability to remember details with good powers of observation. Must have an aptitude for and an interest in police work. Must possess emotional stability with a firm disposition to foster an image of professionalism.

I have received a copy of and have reviewed this job description and the duties listed therein. I understand the duties associated with this job are not limited to those listed in this document.

Applicant's Signature

Date of Application