

491 Ave H • P.O. Box 378
Poteet, Texas • 78065

Phone: 830.742.3574 • Metro: 830.276.3806 • Fax: 830.742.8747

Duties and Responsibilities Of the Patrol Officer

The City of Poteet is family-oriented community balancing the preservation of our hometown roots alongside our spirit of growth to provide all people with an extraordinary quality of life. We are a rural-residential city located in Atascosa County, 8 miles North of Jourdanton (County Seat) and about 30 miles South of San Antonio. We are a General Law Municipality of 3,446 residents (1.699 square miles). The Poteet Police Department, has progressive leadership, is ready to step up to the challenges placed before it.

SUMMARY OF POSITION

POLICE OFFICER: Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job and are not intended to reflect all duties performed within the job.

BENEFITS: Vacation, sick leave, holiday pay, TMRS Retirement, Employer paid; health, dental, vision and life insurance. Certification Pay is being discussed by the City at this time.

JOB SUMMARY: Under general supervision, to perform law enforcement and crime prevention work for the protection of life and property; to maintain order, enforce laws and ordinances, protect life and property within the city by performing a combination of duties: suppressant crime patrol, directing traffic, enforcing State and Local Traffic laws, investigating traffic accidents, preparing and serving warrants, processing both juveniles and adults, protecting and processing crime scenes; and to perform general and specific assignments from superior officers in accordance with established rules and procedures. Follow court procedures for municipal, county and district courts.

EXAMPLES OF WORK TO BE PERFORMED:

The Patrol Officer must be able to perform, but not limited to, the following essential job duties, with or without reasonable accommodation:

- Effectively deal with unpleasant situations, irate or disturbed individuals or victims, or gruesome crime scenes.
- Ability to think quickly, maintain self-control, and adapt quickly and effectively to stressful situations.
- Operate basic police equipment (including but not limited to cameras, recorders, radar, personal computer, and laptop).
- Take command of scenes and restore the peace.



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- Respond quickly and safely to the scene of a crime or an accident.
- Conduct initial interviews of complainants, victims, suspects and witnesses.
- Write reports and prepare completed misdemeanor case folders to present to the Municipal/ County attorneys office.
- Respond to radio calls.
- Monitor, investigate and handle, as appropriate, any suspicious activities or ongoing crimes.
- Coordinate and direct vehicular traffic.
- Visit open businesses such as banks, markets, department stores, service stations, and other types to establish a rapport with owners.
- Book suspects and evidence and transport them to the appropriate detention facility.
- Respond to questions from citizens and agencies.
- Attend meetings as assigned or required.
- Use good judgment in all decision-making and in carrying out all job duties.
- Meet with Police and other staff members to identify and resolve problems and concerns.
- Be helpful, cooperative and courteous, and demonstrate a good attitude in all dealings with the public, co-workers and others.
- Be punctual and in attendance on a regular basis.
- Demonstrate initiative and diligence in the prompt and proper completion of all job duties, whether or not listed in this Job Description.
- Safeguard City property and recognize and report needed repairs.
- Work safely, follow safety rules and training, and maintain a clean, safe and healthful working environment.
- Ability to be able to work all shifts, including holidays and accept on-call duty status
- Ability to maintain confidentiality with criminal and investigative information.
- Maintain appropriate confidentiality with regard to Police and other City business.
- Enforce Code Enforcement violation throughout the City of Poteet.
- Enforce ALL City Ordinances of the City of Poteet.
- Perform other duties as assigned.

REQUIRED EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES:

- Must be 21 years or older at the time of employment;
- Must possess, or be able to obtain by time of hire, a valid driver's license without record of suspension or revocation in the State of Texas within 30 days.
- Felony convictions and disqualifying criminal histories within the past seven years are not allowed.
- U.S. citizen.
- Must be able to read and write the English language.
- Must be of good moral character and of temperate and industrious habits.
- At minimum hold a Basic Peace Officers License from Texas Commission on Law Enforcement.



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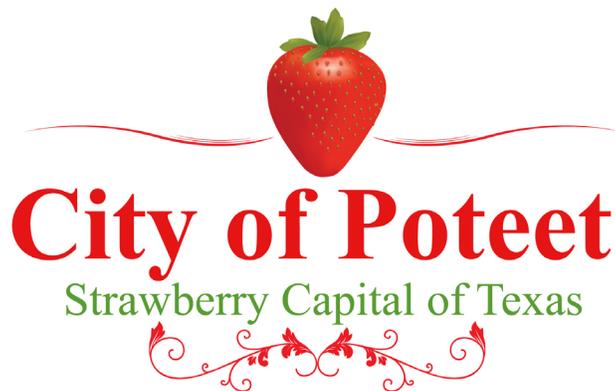
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- High school diploma.
- Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
- Maintains departmental equipment, supplies and facilities.
- Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.
- Knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- Ability to learn the applicable laws, ordinances, and department rules and regulations
- Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors
- Ability to exercise sound judgment in evaluating situations and in making decisions
- Ability to follow verbal and written instructions
- Ability to meet the special requirements listed below
- Ability to learn the City's geography.
- Maintain a professional demeanor.
- Identify, pursue and arrest suspects of criminal acts.
- Testify in municipal, county and /or federal courts.
- Monitor, direct, and enforce traffic laws.
- Effective written and oral communications skills.
- Investigate suspicious situations, crime scenes, and accidents to determine if an offense was committed.
- Maintain chain of custody on property.
- Process and transport prisoners and maintain all booking, property and status records of prisoners.
- Secure crime scenes; identify witnesses and suspects, photograph, fingerprint and obtain statements. Make proper notifications.
- Ability to remember details, organize the sequence of events, and document detailed accounts in writing.
- Successfully complete the Departments Field Training Program.
- Assume responsibility for your actions.
- Consistently demonstrate maturity, honesty, and integrity.
- Ability to analyze emergency situations and react quickly, calmly, and correctly to act effectively, giving due regard to hazards and circumstances.
- Ability to function effectively in emergency situations.
- Ability to be punctual and regular in attendance and to work weekends, holidays, rotating shifts and overtime, as required.
- Ability to respond in-person to emergency events as requested.
- Ability to speak, read and understand the English language and possess good verbal and written skills.



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- Establish and maintain effective, cooperative working relationships with City employees, officials, and representatives from other local, state and federal agencies.
- Significant working knowledge of department's coverage area and the surrounding areas.
- Working knowledge of department-owned equipment and ability to perform inspections and light routine maintenance.
- Understand and follow the department's policies and procedures regarding chain of command reporting.
- Ability to maintain accurate logs, activity reports and other records.

SELECTION GUIDELINES

Formal application; review of education and experience; drug screening; written exam; physical agility test; oral interview; psychological examination; final selection and pre-employment medical examination. NOTE: Appointees will be subject to completion of a standard probationary period.

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

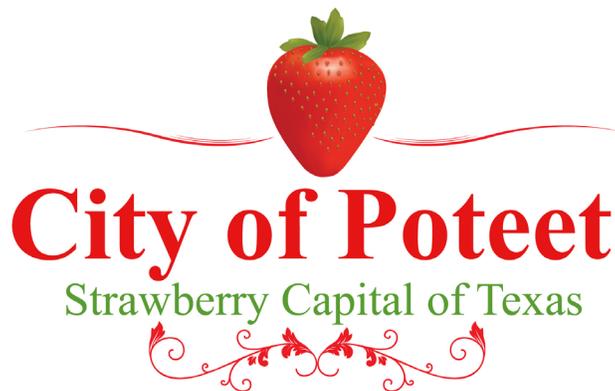
Work includes sitting, talking, hearing, using hands to finger, handle or operate objects, tools or controls and reaching with hands and arms. The employee is occasionally required to stand, walk, climb, balance, stoop, kneel, crouch, crawl, taste and smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must occasionally push, pull, lift and/or carry more than 100 pounds.

1. Must be sufficiently agile to go from an extended seated position to standing or running position with ease.
2. Must be able to observe catastrophic events and still perform your duties effectively.
3. Must be able to work extended hours without breaks.
4. Be able to work in extreme weather conditions in assigned required duty attire.
5. Vision abilities include close, distant, peripheral vision, depth perception, and the ability to adjust focus.
6. The activities and the approximate amounts of time required for each are shown below.
 - a. Sitting - 75%
 - b. Walking - 75%
 - c. Bending - 75%
 - d. Standing - 50%
 - e. Lifting, carrying, or moving objects weighing up to fifty pounds - 10%
 - f. Pushing or pulling heavy objects, including but not limited to persons arrested or detained for crimes or questioning - 10%
 - g. Reaching - 50%
 - h. Running - 10%
7. Ability to work effectively under extreme pressure/stress while performing Essential Job Duties.

WORK ENVIRONMENT



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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate, but can reach high levels on occasions. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The City of Poteet is an "at will" employer. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Patrol Supervisor (Sergeant or Corporal)
2. Directs: This is a non-supervisory position.
3. Other: Works closely with Co-workers other first responder agencies, and the general public.

Employee Signature

Date

Supervisor Signature

Date



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Non-Discrimination Statement "This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442, or email at program.intake@usda.gov."

Human Resources/Job Descriptions/Patrol Officer Job Description

Revised: October 01, 2017