



Somerville Police Department

Patrol Officer Job Description

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL 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, issuing citations, summonses, investigating traffic accidents, apprehending and arresting suspects, processing prisoners, and protecting crime scenes; and to perform general and specific assignments from superior officers in accordance with established rules and procedures. Provide service to the citizens in an efficient and professional manner.

SUPERVISION RECEIVED AND EXERCISED:

This position receives direct supervision from the Chief of Police or his designee. This position does not supervise any other position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties include but are not limited to the following:

- Patrols the City and receives dispatched calls for service to help prevent crime, aid citizens needing assistance and arrest violators of the law
- Enforces traffic laws and provides escorts to ensure safe motor vehicle operation throughout the City of Somerville
- Prepares written reports as required by specific assignments
- Answers, screens and refers calls from citizens requesting police services
- Investigates reports of criminal activity, interviews victims and witnesses, seeks, gathers and submits evidence for processing, interrogates suspects and arrests suspected offenders
- Testifies in court as required
- Instructs citizens, businesses, schools and civic organizations about methods and techniques that may help prevent one from becoming a victim of crime
- Develops and implements community-based policing strategies and programs
- Responds to emergency calls and routine complaints and disturbances and takes necessary action
- Directs and escorts traffic, operates traffic radar monitoring equipment and issues traffic citations

- Conducts investigations of traffic accidents and crimes against persons and property
- Questions witnesses, complainants, victims and suspects and takes statements
- Chases and apprehends suspects
- Processes prisoners, including fingerprinting, photographing, enduring magistrate warnings by a judge, searching prisoners, recording and securing the prisoner's property, and transporting prisoners to an appropriate facility
- Shares information and works with other law enforcement agencies as directed and appropriate
- Assists EMS personnel, firefighters, animal control and City departments as required
- Conducts security checks of businesses and residential areas on patrol route
- Fosters good police-community relations among residents and civilian population
- Monitors roadway and weather conditions, reporting any potential problems to appropriate agencies
- Other duties as assigned

MINIMUM JOB REQUIREMENTS:

- Must be a United States Citizen.
- Must possess, or be able to obtain prior to employment, a valid Texas driver's license.
- Must be at least 18 years of age, but if younger than 21 must have one of the following:
 - Associates degree or 60 college semester credit hours,
 - Two years of military service OR
 - Received an honorable discharge from the United States Armed Forces
- Not have been within the last ten years, under court ordered community supervision or probation for any offense above the grade of a Class C misdemeanor.
- Cannot have been convicted of any Class A or Class B misdemeanor within the last ten (10) years.
- Cannot ever have been convicted of any offense classified as a felony.
- Cannot ever have been convicted of any offense involving family violence.
- Cannot be prohibited by state or federal law from operating a motor vehicle.
- Cannot be prohibited by state or federal law from possessing firearms or ammunition.
- Must meet one of the following educational requirements:
 - High School graduate, OR
 - Have passed a general educational development (GED) test indicating a high school graduation level
 - An honorable discharge from the United States Armed Forces with 24 months of service
- Must not have been discharged from any military service under less than honorable specifically;
 - under other than honorable conditions;
 - bad conduct;
 - dishonorable; or
 - any other characterization of service indicating bad behavior
- Cannot have had a Texas Commission on Law Enforcement license denied by final order or revoked, or have a voluntary surrender of license currently in effect.
- Must be TCOLE certified or currently attending a police academy.
- Cannot have violated any TCOLE rule or provision of Occupation Code, Chapter 1701.
- Must be of good moral character.
- Must be capable of performing all essential job functions

PHYSICAL ABILITIES:

Ability to see. Ability to read, write and comprehend the English language. Ability to demonstrate effective communication of ideas both verbally and in written form using the English language. Ability to communicate in the English language under strained circumstances. Ability to demonstrate manual dexterity, strength and proficiency by qualifying with firearms as required by the State of Texas and the Somerville Police Department. Ability to stand and walk for extended periods of time. Ability to rise, kneel and crawl unaided. Ability to twist upper body without injury. Ability to coordinate two or more physical operations simultaneously. Ability to work outdoors in adverse weather conditions involving heat and cold. Ability to control emotions under stressful conditions. Ability to interact with coworkers to accomplish work. Ability to show independence and autonomy. Ability to make quick and sound decisions in stressful situations. Ability to understand and follow City/Departmental policies, rules and regulations. Ability to identify and distinguish between primary colors. Ability to work effectively around mechanical hazards. Ability to pass an extensive background investigation conducted by the Somerville Police Department. Ability to pass a medical examination, polygraph, psychological and/or drug screen if required by the City of Somerville and/or the State of Texas. Ability to demonstrate basic mathematical ability in addition, subtraction, multiplication and division. Ability to crouch and/or stoop. Ability to work around explosive hazards as with bomb threats, explosions and car fires. Ability to walk and run unaided for specified distances.

Employee Signature: _____

Date: _____