

City of Lake Worth

Job Description

Job Title: Patrol Officer
Department: Police

Pay Grade: 140
FLSA Status: Non-exempt

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 direction enforces Federal, State and local laws and ordinances. Performs various duties to support law enforcement activities as well as provide service to the citizens in an efficient and professional manner.

SUPERVISION RECEIVED AND EXERCISED

This position receives supervision from the Patrol Sergeant. This position does not supervise any other position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- Patrols assigned district and receives dispatched calls for service to help prevent crime, aid citizens needing assistance and arrest violators of the law
- Enforces traffic laws, monitors school crossings and provides escorts to ensure safe motor vehicle operation throughout the City
- 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 initial 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, approving city bonds, 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 other 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

EDUCATION AND EXPERIENCE

High School diploma or General Education Degree.

LICENSES AND CERTIFICATES

Valid Class C Texas drivers' license; valid Texas Basic Officer Certification or approved equivalent as accepted by TCLEOSE.

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 Lake Worth 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 pull, carry or drag 100 pounds for a distance of at least thirty feet. 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 a background investigation by the Lake Worth Police Department. Ability to pass a medical examination, polygraph, psychological and/or drug screen if required by the City of Lake Worth 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.

The City of Lake Worth is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Lake Worth will provide reasonable accommodations to qualified individuals with disabilities.

I have read and understand the duties and responsibilities of this job description.

Employee's Signature

Date

Supervisor's Signature

Date