



City of Prairie View – Job Description POLICE DEPARTMENT-OFFICER

Summary:

Officers are called upon to handle a wide array of community issues. Providing an effective police response to public concerns is a top priority. The primary responsibility of the patrol officer is the protection of the community and the preservation of human life and dignity. This is paramount to the completion of a successful mission and to preserve community trust.

Duties and Responsibilities:

- Report to the Sergeant or designated supervisor of assigned patrol shift.
- Arrives for assigned duties when scheduled in the required uniform with mandatory issued equipment and required patrol forms and citations.
- Completes pre-shift emergency vehicle and equipment inspections.
- Patrols assigned area by vehicle or other means. Responds to emergency situations. Enforces Federal, State and local laws. Directs and reroutes traffic around fire or other disruptions. Investigates unusual or suspicious conditions, traffic accidents or complaints. Issues traffic citations or warnings in accordance with policy. Disperses unruly crowds. Executes arrest warrants. Assists investigative units with search warrants and animal control with loose animals.
- Writes reports on investigations, vehicle crashes, offenses, arrests, and suspicious activities. Collects, preserves, and submits evidence in accordance with policy. Questions complainants, victims, witnesses and suspects in a non-interrogation setting. Effects arrests and prepares probable cause affidavits. Transports, books and guards prisoners.
- Contacts and assists the public. Provides crime-prevention resources. Reports problem areas and facilitates solutions.
- Conducts On-the-Job Training for new officers (Field Training Officers).
- Operates Mobile Data Console. Communicates by radio and monitors transmissions.
- Sets up tactical positions and emergency response for SWAT situations.
- Performs special job functions when required (CIT, Bi-Lingual, FTO, IO, etc.)
- Operates emergency vehicles in compliance with State laws and Department policy. Engages in vehicle pursuits in accordance with policy.
- Employs sound tactics and officer safety when responding to calls. Uses objectively reasonable force to effect arrests in accordance with policy.
- Utilizes procedural justice practices, such as treating citizens with respect and decision making based on facts instead of biases, to achieve and maintain effective community policing.
- Completes any and all assigned tasks given by supervisors (i.e., Directed Patrols, Sex Offender compliance checks, etc.)
- Attends TCOLE training, in-service training, and other departmental training.
- Qualifies with duty weapon(s) and attends in-service training and other mandatory training assignments.

Knowledge, Skills, and Abilities:

General

- Knowledge of criminal law, traffic law, investigation, and crime prevention methods.
- Knowledge of departmental rules and regulations.
- Knowledge of safety practices in the use of firearms.
- Knowledge of geography and locations in the city.
- Knowledge of statutes, ordinances and criminal law.
- Knowledge of rules of evidence and laws governing custody of persons.
- Knowledge of capabilities and limitations of operating units in the department.
- Knowledge of police record keeping procedures.
- Knowledge of criminal identification methods.
- Knowledge of modern management principles and practices.
- Knowledge of methods of deploying officers in actual or anticipated emergencies.
- Knowledge of causes and prevention methods of crime committed by juveniles.
- Knowledge of FCC rules and regulations regarding radio communication.
- Knowledge of departmental policies and procedures.
- Knowledge of departmental policies and procedures regarding community policing.
- Knowledge of effective community policing strategies and practices.
- Knowledge of the diverse cultural groups that make up Prairie View, Texas and their unique concerns when it comes to law enforcement.
- Knowledge of appropriate techniques for deescalating situations and contacts.
- Knowledge of data entry and retrieval procedures.
- Knowledge of developing and implementing long or short term plans.
- Knowledge of legal procedure in filing and presenting charges in court.
- Knowledge of vehicle and equipment use and principles.
- Skill in maintaining accurate records and preparing reports.
- Skill in establishing and maintaining effective working relationships with other city employees and the general public.
- Skill in understanding and following written and oral instructions.
- Skill in directing, instructing and advising on technical police problems related to investigation and arrest.
- Skill in developing and preparing accurate records and preparing reports.
- Skill in effective communication both orally and in writing.
- Skill in the care and use of firearms.
- Skill in analyzing and interpreting criminal evidence.
- Skill in establishing and maintaining effective public relations.
- Skill in establishing and maintaining effective working relationships with the diverse cultural and social groups in Prairie View, Texas. .
- Skill in appropriately utilizing listening and verbal abilities to maintain professionalism during difficult interactions with law enforcement.
- Skill in operating motorized vehicles.
- Skill in operation of two-way radio equipment.
- Skill in problem solving.
- Skill in using computers as an investigative tool.
- Ability to apply knowledge of criminal law, investigation, and crime prevention techniques.
- Ability to write legibly and to read.
- Ability to follow departmental regulations.

- Ability to follow safety practices in the use of firearms.
- Ability to assess situations and make accurate decisions within a limited time frame.
- Ability to follow departmental policies and procedures.
- Ability to communicate in ways that display empathy and understanding with both other city employees and with members of the community.
- Ability to apply emotional intelligence skills to understand and collaborate with members of the community in order to improve public safety, resolve issues, and build trusting relationships
- Ability to perform multiple tasks simultaneously.
- Ability to operate vehicle under emergency conditions.

Specific to this Position:

- Knowledge of Prairie View Police Department (PVPD) Policies and Procedures.
- Must be highly motivated and can produce self-initiated activity.
- Must be able to respond to and take calls of service.

Minimum Qualification:

- Completion of The TCOLE Certified Police Academy training.

Licenses and Certifications Preferred:

- Current and valid Texas Driver's License.
- Basic Peace Officer Certification from the Texas Commission on Law Enforcement (TCOLE).

Acknowledgement:

I acknowledge that I have read the job description and requirements for this position and I certify that I can perform these functions and will adhere to all policies and procedures.

Applicant Signature

Date

Witness (Print & Sign)