



## Job Description

200 W 2<sup>nd</sup> Street, Freeport, TX 77541 \*\* 979-233-3526 \*\* FAX 979-233-3205 \*\* [www.freeport.tx.us](http://www.freeport.tx.us)

**POSITION TITLE:** Patrol Officer

**DEPARTMENT:** Freeport Police Department

**RATE CLASS:** hourly

**REPORTS TO:** Patrol supervisor

**SHIFT:** 12 hour shift

### **EDUCATION AND**

#### **TRAINING:**

Complete at least a high school diploma or GED; 21 years of age minimum age requirement; Pass a physical exam, drug test and background check; licensed by the Texas commission of law enforcement standards and education; and Pass a physical agility test.

Qualifications, skills, and requirements include but are not limited to: high school diploma or equivalent and the ability to communicate well with general public, supervisors, and co-workers. Must have a valid driver's license with good driving record and TCLEOSE licensed. Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.

#### **JOB SUMMARY:**

Enforce laws; preserve peace; protect life and property; investigate crime; apprehend lawbreakers; and provide community service.

#### **SPECIAL SKILLS:**

Problem solving, observational, teamwork, writing, math, computer, and self management skills; be mature, levelheaded, honest, intelligent, cooperative, courteous, and dependable Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations. Skilled in the operation of job specific tools and equipment. Ability to perform work requiring good physical condition, ability to communicate effectively orally and in writing, ability to exercise sound judgment in evaluation situations and in making decisions, ability to effectively give and receive verbal and written instructions, establish and maintain effective working relationships with other employees, supervisors, and the public and the ability to meet the special requirements listed below.

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**DUTIES & RESPONSIBILITIES:** Duties include but are not limited to:

- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Record facts to prepare reports that document incidents and activities.
- Review facts of incidents to determine if criminal act or statute violations were involved.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- Testify in court to present evidence or act as witness in traffic and criminal cases.
- Evaluate complaint and emergency-request information to determine response requirements.
- Patrol specific areas; respond promptly to calls for assistance.
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.
- Photograph crime scenes or accident scenes and interview principals and eyewitnesses.
- Monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.
- Relay complaint and emergency-request information to appropriate agency dispatchers.
- Issue citations or warnings to violators of motor vehicle ordinances.
- Direct traffic flow and reroute traffic in case of emergencies.
- Provide road information to assist motorists.
- Process prisoners, and prepare and maintain records of prisoner bookings and prisoner status during booking and pre-trial process.
- Inspect public establishments to ensure compliance with rules and regulations.
- Act as official escorts, such as when leading funeral processions or firefighters.
- Does related work as directed.
- Conforms to the oral and written policies of the Freeport Police Department.

**OTHER DUTIES:**

All employees are expected to perform tasks as assigned by their supervisor; furthermore, overtime may be required in times of necessity.

**PHYSICAL/MENTAL REQUIREMENTS:**

- Must be able to pass a physical examination and drug screen. Must possess the ability to lift objects, bending, stooping, crawling, standing, and walking for extended periods of time.
- Ability to operate, maneuver and/or steer equipment and machinery requiring simple, but continuous adjustments, such as squad car, restraint devices, computer terminal, first aid equipment and camera.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry.

- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
  
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms sound and odors associated with job-related objects, materials and tasks

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**Mental:** Emergency or non-traditional work hours will be necessary. Must maintain the ability to work under pressure with numerous distractions while maintaining good ethics and public service skills in adverse circumstances.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

Prepared by: Lieutenant Marisol Gamboa  
Freeport Police Department

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