

FAIR OAKS RANCH POLICE DEPARTMENT
Job Description: POLICE OFFICER

SUMMARY OF POSITION

Protects the city's residents and property and enforces laws and ordinances. Duties include but not limited to, patrolling an assigned area, generally by vehicle, to prevent crime and enforce laws and ordinances; and responding to emergency calls and routine complaints, taking appropriate action.

ORGANIZATIONAL RELATIONSHIPS

1. Reports To: Shift Supervisor; Corporal/Sergeant
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with other Police Department employees, other law enforcement agencies, related agencies and organizations, and the general public.

EXAMPLES OF WORK

Essential Duties*

Patrols an assigned area, by vehicle or by foot, to prevent crimes and enforce laws and ordinances;

Responds to emergency calls and routine complaints and disturbances, including domestic disputes and alarms, and takes necessary action, including performing first aid;

Directs traffic, escorts traffic, operates traffic radar monitoring equipment, and issues traffic citations;

Investigates traffic accidents and crimes against persons and property;

Questions witnesses, complainants, and suspects, and takes statements and depositions;

Serves warrants and makes arrests;

Keeps records of activities and makes reports concerning crimes, complaints, accidents, and investigations;

Appears in court as required;

Shares information and works with other law enforcement agencies as directed and appropriate;

Conducts security checks of businesses and residential areas on patrol route;

Performs upkeep and simple maintenance of department vehicles;

Assists emergency medical personnel, firefighters, and Animal Control Officers;

Fosters good police-community relations among residents in the community;

Assists with special activities such as bank deposits;

Assists in criminal investigations;

Tags and logs evidence;

May be used as a Field Training Officer;

May be assigned to act as a supervisor in the absence of a supervisor.

Other Important Duties*

Performs departmental public relations activities, including speaking to schools, churches, and other civic organizations as needed;

May act as specialist in relation to traffic, suspect apprehension, internal affairs, direct patrol, or other specialized assignments; and

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: traffic law, Texas Penal Code, city ordinances and TABC laws; radar operation and applicable procedures of use; and the use and care of vehicles, firearms and specialized equipment.

Skill/Ability to: understand and follow instructions, departmental policy, rules, regulations, and laws; demonstrate proficiency in both oral and written communication; operate a vehicle under emergency conditions; attend and understand police officer training courses; establish and maintain effective working relationships with other law enforcement agencies, judicial officials, and the general public; analyze situations and adopt a quick, effective, and reasonable course of action; tolerate outside working conditions, including exposure to adverse weather conditions; and maintain appropriate necessary certifications, Texas drivers license applicable to job responsibilities and good driving record.