CITY OF LA PORTE
POLICE OFFICER
JOB DESCRIPTION

FLSA CLASSIFICATION: Non-Exempt **PAY RANGE: CS-1**

DEFINITION

To perform law enforcement and crime prevention work; to control traffic flow and enforce state and local traffic regulations; to perform investigative work; and to participate in and provide support and assistance to special Department crime prevention and enforcement programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant or higher level police manager.
May exercise indirect supervision over sworn and non-sworn personnel.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

As a Patrol Officer, to patrol City in radio-equipped car; answer calls for the protection of life and property, and the enforcement of City, County, and State laws may conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, hold-ups, vehicle accidents, death, and other criminal incidents.

Patrol the City in a radar-equipped patrol unit; respond to calls related to traffic incidents and any other required emergencies; observe, monitor and control routing and unusual traffic conditions; assist and advise motorist and enforce traffic safety laws.

Make arrests as necessary; interview victims, complaints and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Prepare reports of arrests made, activities performed, and unusual incidents observed.

Stop drivers who are operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations and make arrests as necessary.

Check buildings for physical security.

Search, fingerprint, transport, and book prisoners.

Direct traffic at fire, special events, and other emergency or congested situations.

Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public.

Assist in the performance of special investigative and crime prevention duties as required.

As a Field Training Officer, provide thorough training, guidance, and evaluation of police officers.

Conduct complete investigations of crimes involving juveniles and adults, crimes against persons and property, and crimes involving vice, gaming, and narcotics violations as assigned.

Perform undercover and surveillance activities as assigned.

Prepare investigative reports and case information, provide evidence and testimony in court.

Answer questions from the public concerning local and State laws, procedures, and activities of the Department.

Collect, preserve and maintain evidence and property found that is involved with suspected crimes.

Develop and maintain good relationships with the public, including informants and contacts which may be helpful in criminal investigations.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Police methods and procedures, including patrol, traffic control, investigation and identification, equipment, police records and reports and first aid.
Criminal law, including the apprehension, arrest, questioning, and custody of persons charged with misdemeanors and felonies, including rules of evidence pertaining to search and seizure and evidence preservation.
Traffic laws and regulations.
Department rules and regulations.

Ability to:

Observe accurately and remember faces, numbers, incidents, and places.
Use and care for firearms.
Think and act quickly in emergencies, and judge situations and people accurately.
Learn, understand, and interpret laws and regulations.
Learn and remember City streets, addressing system, and physical features.
Prepare accurate and grammatically correct written reports.
Learn standard broadcasting procedures of a police radio system.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Understand and carry out oral and written directions.

TRAINING AND EXPERIENCE

No prior Police experience is required. Applicant must possess a High School Diploma or GED.

LICENSES AND CERTIFICATES

Possession of a TCLEOSE Basic Certificate from the Texas Commission of Law Enforcement Officers Standards and Education and a valid Class "C" Texas Drivers License.

The City of La Porte is an Equal Opportunity Employer of Qualified Individuals.

(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date