

## **CITY OF BROWNWOOD - JOB DESCRIPTION**

**Job Assignment:** POLICE OFFICER – PATROL DIVISION  
**Job Number:** 06-0804  
**Department:** 06-Police  
**Pay:** See pay schedule on page 2  
**Title of Immediate Supervisor:** Patrol Sergeant & Patrol Corporal

### **GENERAL DESCRIPTION:**

This is an hourly position that works in the “Patrol Division”. Due to the “Meet and Confer” agreement between the Brownwood Municipal Police Association and the City of Brownwood, this position shall have a work period of fourteen (14) days and the City will pay overtime for hours worked in excess of eighty-four (84) hours during a 14-day work period of regularly established City pay period. This person performs routine patrol, either by motor vehicle or on foot, of business and residential areas within the City of Brownwood; usually assigned to a specific district during tour of duty. Responsibility of employees in this classification is to control traffic and to enforce all traffic laws, to prevent vandalism and damage to property, and to protect human life. Specific and general work assignments are received from superior officers and the employee works independently using personal discretion and judgment in meeting any eventuality which might arise. Must be willing to adopt and exhibit the City of Brownwood “I SERVE” Core Values.

### **EXAMPLES OF SPECIFIC WORK PERFORMED:**

- 1) Routine patrol, either by motor vehicle or on foot.
- 2) Control traffic and enforce all traffic laws; Direct traffic during hours of congestion and other times when necessary; monitor traffic in various speed zones and enforce same by use of radar or other police methods.
- 3) Deter criminal activity by using good patrol procedures and staying alert.
- 4) Issue citations for traffic and other violations, make arrests, book and jail prisoners when necessary.
- 5) Investigate and report citizen complaints.
- 6) Report street obstructions, road hazards and other matters that might interfere with the safety of citizens or cause damage to property.
- 7) Use two-way radio to transmit and receive calls and request assistance when necessary.
- 8) Perform accident investigations, complete necessary reports of same to city and state agencies.
- 9) Render first aid when necessary.
- 10) Responsible for report writing, referring to offenses and incidents; crime scene investigation and other matters, compiling facts and information.
- 11) Assist with crowd control at City facilities and other locations when necessary.
- 12) Drive police vehicle to escort funeral processions, parades and other special occasions.
- 13) Make court appearances and testify when necessary.
- 14) Deal tactfully and maintain satisfactory relationships with the general public and fellow employees.
- 15) Responds in emergency situations.
- 16) Perform other related police work as assigned by supervisor.

### **POSITIONS SUPERVISED:**

None.

### **PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Indoor and outdoor work, both pleasant and unpleasant. Work in adverse weather conditions. Level of physical activity is moderate to heavy, dealing with uncooperative citizens, drunks, addicts, combative individuals, and adverse conditions, assisting occupants in vehicle accidents. Other hazards exposed to are diseases, rabid or vicious animals, bomb threats, dangerous machinery, electrical lines, excessive speeding motorists, varying driving conditions and violent individuals endangering officer’s health and life; inconvenience factors such as emergency calls, extra hours, and irregular hours. Ability to sit, stand and drive a vehicle to and from various sites. Employee will be exposed to seasonal temperatures while performing duties and be exposed to mechanical and chemical

hazards. May be required to lift 50 to 75 pounds on a regular basis. May be required to push, pull or drag 170 pounds on rare occasions, and in emergencies these limits may be exceeded based on the situation. Sometimes necessary to render first aid to victims; assist in rescue operations of persons trapped in vehicles, and perform other rescue operations of persons. Ability to bend, stoop, and walk. Ability to walk over sloped & uneven terrain. Work could involve getting dirty and wet. Employee will be exposed to dirt, dust, noises, fumes, poor light, and odors. Ability to communicate in writing and verbally with the public. Ability to understand verbal and written communication in English.

**CONTACT WITH OTHERS:**

Frequent contact with other City employees on a daily basis and with the general public.

**EDUCATION AND EXPERIENCE:**

High school diploma or G.E.D. certificate and successful completion of Texas Basic Peace Officer Academy. No experience required. Officers are required to pass the Civil Service examinations and interview process and are selected from a Civil Service eligibility list; upon appointment, they are placed on a twelve-month probationary period.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Must be able to read and write English. Must have working knowledge of modern police methods as applied to traffic regulations and general patrol work; working knowledge of all city ordinances and state laws; familiarity with all police department firearms and their proper use; ability to operate two way communications, teletype and other equipment, and be familiar with communications laws; skill to service and drive the police vehicles in a safe, efficient manner and abide by rules of the department; ability to deal tactfully with and affect and maintain satisfactory relationships with the general public and fellow employees; use good common sense in any situation that might arise.

**REQUIRED LICENSES AND CERTIFICATES:**

Must hold a Texas Basic Peace Officer certification and be licensed by Texas Commission on Law Enforcement (TCOLE), or completion of Police academy and eligible for immediate license with TCOLE; must possess a valid driver license; possess a valid Texas Driver License at time of hire; have or obtain within 6 months of appointment IS-100 NIMS, IS-200 NIMS, IS-700 NIMS and IS-800 NIMS certifications.

**PAY SCHEDULE:**

**Police Officer – 10 plus years:** 10 + years – licensed/certified with 10 or more years of full-time employment as a Police Officer \$4,630.00 per month / \$25.44 per hour

**Police Officer - 6 to 10 years:** 6 or more, but less than 10 years' experience – licensed/certified with 6 to 10 years of full-time employment as a Police Officer \$4,413.00 per month / \$24.25 per hour

**Police Officer – 3 to 6 years:** 3 or more, but less than 6 years' experience – licensed/certified with 3 to 6 years of full-time employment as a Police Officer \$4,251.00 per month / \$23.36 per hour

**Police Officer – 1 to 3 years:** 1 or more, but less than 3 years' experience – licensed/certified with 1 to 3 years of full-time employment as a Police Officer \$4,142.00 per month / \$22.76 per hour

**Probationary Police Officer – 0 to 1 years:** 0 or more, but less than 1 years' experience – licensed/certified with 0 to 1 years of full-time employment as a Police Officer \$3,863.00 per month / \$21.23 per hour

**Police Cadet – 0 years:** No experience required, non-licensed, non-certified personnel attending the Police Academy. \$3,369.00 per month / \$19.44 per hour