

CITY OF CROWLEY POLICE PATROL

Pay Grade: PS2

FLSA: Non-Exempt

Pay Range: \$72,675.50 - \$97,697.60 yr

JOB SUMMARY

Performs duties of a Police Officer, Probationary and related works as required. Performs crime prevention and law enforcement responsibilities on an assigned shift for the conduct of routine patrols, preliminary investigations, follow-up or specialized investigations, and traffic-related duties; performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions may include any of the following duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by an employee in this role; employees may be assigned duties which are not listed below. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

- Attends training activities and receives classroom and field instruction in basic police methods
- Assists police officers in conducting patrols, traffic stops, and calls for service
- Assists police officers in arresting, searching, and transporting prisoners
- Prepares police and other departmental reports
- Directs traffic; transports police vehicles
- May be assigned to directed duties, including, but limited to, undercover assignments, assisting training coordinator, assisting members assigned to specialized assignments, crime scene investigator, and accident investigator
- Practices sound customer service and public relations skills
- Must be able to perform all job functions of police officer
- Must be able to meet all physical requirements of a police officer
- Regular attendance and punctuality are an essential function of this job.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of business English, spelling and arithmetic
- knowledge of modern office policies and procedures
- Must have one year of experience in office methods and procedures
- Experience with typing and computer equipment desired
- Must be able to perform all job functions of a Police Officer
- Must be able to meet and maintain all physical requirements of Police Officer position
- Good customer service and public relations skills

EDUCATION, EXPERIENCE AND CERTIFICATION

- High School diploma or G.E.D
- Minimum TCLEOSE Basic Peace Officer required
- Must have or be able to obtain Texas Driver's License without restrictions, except "A" within 30 days
- Must be U.S. citizen
- Must successfully pass an Assessment /Oral Board, comprehensive background check, psychological exam, polygraph, physical, and drug screen