



**PORT HOUSTON**  
THE INTERNATIONAL PORT OF TEXAS™

**Police Officer  
PORT HOUSTON  
JOB DESCRIPTION**

**Department:** Police  
**Reports To:** Sergeant  
**FLSA Classification:** Non-Exempt  
**Grade:** PO

**Position Summary:**

Provides police services for Port Houston tenants, visitors, employees, dock, and stevedore personnel, visiting ships and crews. Ensures safety of tenants and assets, visiting dignitaries, security of physical structures and equipment. Requires adherence and compliance to United States Code of Federal Regulations, 33 CFR 105.

**Key Responsibilities/Duties:**

- Perform all regular full-time Patrol Officer duties, including patrol, traffic control, responding to calls for service, investigating traffic accidents and criminal offenses, issuing citations and warnings, serving subpoenas, making physical custody arrests with and without a warrant, transporting prisoners, testifying in court and before administrative bodies, making application for search warrants and arrest warrants, taking juveniles, intoxicated, or mentally ill persons into protective custody, writing investigative reports, conducting crime prevention surveys, responding to citizen inquiries, taking fingerprints of arrested persons, searching for latent fingerprints, searching for and collecting physical evidence at crime and accident scenes, performing various rescue and lifesaving tasks, controlling violent or resisting subjects, apprehending fleeing suspects on foot or in a motor vehicle, and participating in strenuous and physically demanding basic and in-serve training programs
- Patrol Port Houston properties using a Port Houston Police Unit to maintain traffic control, visually and physically inspect perimeter fencing and unmanned gates for signs of tampering, damage and/or unauthorized entry attempts and any breach of security
- Physically check buildings and facilities for occupancy and insure they are locked and secured when empty and unoccupied
- Make frequent inspections of all offices, security cages, warehouses (to include waterfront and rail side area); check for fire, pilferage, vandalism, damage, etc.
- Maintain area checks of entire facilities and perimeters of all leased tenant properties, wharfs, staging areas, parking lots, turnstiles, administration facilities, construction areas, and restricted areas
- Conduct, assist and enforce in all TWIC verification as needed



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- Closely monitor and operate radio communications and telephone equipment with professionalism
- Escort visitors, oversized vehicles and equipment from gates to destination on property as necessary; transport individuals to work area as directed
- Investigate incidents/accidents and prepare reports in a timely manner
- Assist shift supervisor, other Police Officers and Security Officers at the gates as required in relaying instructions, assisting in berthing of vessels, etc.
- Assist the Port Houston Fire & Marine Department in traffic control as needed
- Provide agency assist to outside agencies as needed and directed by shift supervisor or duty Sergeant
- Assist contract security as needed and directed by shift supervisor and duty Sergeant
- Control vehicular traffic as needed to avoid and/or clear congestion; issue safety violations for pedestrian or parking violations
- Monitor and direct traffic and manage empty yard queues to prevent traffic obstructions
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards and unusual or illegal activity in patrol area
- Comply with all provisions of the Port Houston Police Manual and Port Houston employee handbook
- Comply with regulations according to 33 CFR 105 regulations in serving declaration of security (DOS)
- Enforce applicable State Law to include making arrests, if necessary
- Act in accordance with Port Houston core values (respect, excellence, accountability, diligence, and you)
- Perform other duties as required

**Education/Experience:**

- High School diploma or GED equivalent required
- 2+ years of related law enforcement experience required
  - Officer 1 designated as 0 – less than 5 years in Officer title
  - Officer 2 designated as 5 – less than 15 years in Officer title
  - Officer 3 designated as 15– less than 20 years in Officer title
  - Officer 4 designated as 20+ years in Officer Title
- TCOLE Peace Officer license required

**Knowledge, Skills, Abilities and Behaviors:**

- Knowledge of Texas Penal Code; Texas Transportation Code; Texas Code of Criminal Procedures



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- Knowledge of investigation techniques
- Knowledge of Department SOP's, Policies and Procedures, Rules and Regulations
- Knowledge of and skill in the use of force, weapons, equipment and related field law enforcement techniques and equipment to direct, and be able to apply, appropriate level/type of force
- Verbal and written communication skills
- Ability to work under stressful conditions.
- Ability to perform multiple tasks without supervision, after training, to successfully dock and undock sea-going motor vessels.
- Ability to observe, detect, and discern the potentiality of threats to assets, persons, property, vessels and act to prevent or thwart same.
- Ability to work all posts within the of the Port Houston Police department
- Ability to maintain Departmental Firearms proficiency
- Ability to participate in mandatory overtime as needed to maintain effective and efficient patrol
- Ability to work under stressful situations
- Ability to write reports
- Ability to multitask assignments
- Ability to display tact
- Ability to make sound decisions
- A current, valid Texas driver's license is required
- A Transportation Worker Identification Credential (TWIC) must be obtained within 30 days of appointment, and be maintained for the duration of employment
- Considered essential employees and may be required to work on holidays, evenings, nights, and be immediately recalled for emergencies at anytime. They must remain available and "on call" 24 hours a day, 365 days a year, dependent on emergency monitoring drug and alcohol testing consistent with the Port Houston Drug and Alcohol Free Workplace Standards

**Key Competencies Required:**

- Flexible and Adaptive
- Customer Focus
- Ethics and Values
- Composure Under Stress
- Technical/Professional Knowledge and Skills
- Attention to Detail



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**Working Conditions:**

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X
Heavy equipment environment (near moving vehicles)			X
Construction site		X	
Confined space		X	
Warehouse environment			X
Shop environment			X
Emergency Response situation			X
Exposures	Seldom or Never	Sometimes	Frequently or Often
Extreme cold (below 32 degrees)			X
Extreme heat (above 100 degrees)			X
Moving mechanical parts		X	
Fumes or airborne particles			X
Toxic or caustic chemicals, substances waste			X
Loud noises (85+ decibels)		X	

**Physical Demands:**

Medium Work – Exerts up to 40 pounds of force occasionally, up to 20 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Medium Work.

**Disclaimer**

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. This position is designated as “Safety-Sensitive”. All employees in safety-sensitive positions are subject to random drug/alcohol testing.*

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