

**Job Title:** Patrol Officer

**Reports To:** Chief of Police

**Job Summary:** Under general supervision, a Patrol Officer in Emory will perform law enforcement duties focused on crime prevention, maintaining order, enforcing laws, and protecting life and property. This includes a combination of activities such as patrolling, traffic enforcement, accident investigations, serving warrants, and crime scene processing.

**Job Qualifications and Education:**

- High School Diploma or GED required.
- Licensed Peace Officer.
- Valid Texas driver's license required.

**Essential Duties and Responsibilities:**

**1. Crime Prevention & Law Enforcement:**

- Patrol designated areas to prevent and respond to crime.
- Enforce traffic laws, investigate accidents, and manage crime scenes.
- Investigate suspicious activities and respond to crimes in progress.
- Safeguard the public and property through proactive law enforcement.
- Enforce City Ordinances and Code Enforcement violations.

**2. Interactions & Communication:**

- Respond to citizen complaints, questions, and concerns in a professional manner.
- Conduct interviews with victims, suspects, and witnesses.
- Write reports and case files for prosecution.
- Serve warrants and book suspects.
- Coordinate with municipal, county, and district courts to follow proper legal procedures.

**3. Operational Duties:**

- Direct traffic and maintain order during accidents or incidents.
- Monitor and manage law enforcement equipment (e.g., radar, cameras, laptops).
- Safeguard crime scenes and process evidence.
- Establish rapport with business owners through regular visits.

**4. Physical & Mental Demands:**

- Respond to emergency situations, often involving difficult or hazardous conditions.
- Maintain composure and make quick decisions under stress.
- Handle potentially disturbing crime scenes and engage with irate or distressed individuals.
- Maintain physical fitness to meet job demands.

**5. Other Responsibilities:**

- Attend required meetings and training.
- Maintain confidentiality regarding criminal and investigative information.
- Safeguard City property and report necessary repairs.
- Be punctual, reliable, and perform all job duties with initiative.
- Work all shifts, including nights, weekends, holidays, and be on-call as required.

## **Knowledge, Skills, and Abilities:**

- Ability to work independently and under general supervision.
- Strong decision-making skills and ability to think quickly under pressure.
- Knowledge of law enforcement procedures, traffic laws, and investigation techniques.
- Good communication skills, both oral and written, for interacting with the public, writing reports, and preparing cases.
- Ability to handle stressful and potentially dangerous situations calmly and with professionalism.
- Ability to operate and maintain law enforcement tools and equipment.

This position requires someone who is adaptable, capable of handling a wide variety of law enforcement duties and committed to serving and protecting the community. The officer must also be able to maintain a high level of confidentiality, professionalism, and safety while performing these critical duties.

## **Pay and Benefits:**

- Hourly pay - \$20/hr-\$22/hr
- Take home vehicle program
- Employer paid TML health insurance, HRA, dental insurance, vision insurance and basic life insurance.
- TMRS retirement with a 2:1 city match plus supplemental death benefit.

This position shall remain open until filled.