

City of Socorro Job Description

Job Title: Patrol Officer (Steps)	Department: Police
FLSA Status: Full Time - Non-Exempt	Salary: \$20.04 - \$28.12
Approved: 09/15/2022	Last Revised: 09/15/2022

Position Summary

Under general supervision, perform assigned municipal law and ordinance enforcement and crime prevention duties which include maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents.

Duties, Functions, and Responsibilities:

- Patrol streets, parks, commercial residential areas on an assigned beat by foot, motorcycle, or car to prevent or detect and investigate felony or misdemeanor law violations and other misconduct, regulate traffic, and respond to calls for police assistance. Involves: Check stores, businesses, houses and other premises for burglars, fires, and other disturbances. Respond to emergency radio or telephone calls and participate in inquiries into reported or observed events such as vehicular or other accidents, robberies, civil disturbances, domestic violence, fights, drunkenness, missing persons, prowlers, and drug abuse.
- Examine suspicious conditions and conduct primary searches of scenes or attempted or committed crimes for clues.
- Seek out and question victims, witnesses, and suspects to develop leads and tips. Independently decide course of action ordinarily expected in conformance with Federal, State, County, and City laws and ordinances to immediately deal with difficult and emergency situations without assistance as qualified. Maintain normal contact with police supervisory personnel by radio or telephone for consultation on major emergencies or precedents, to collaborate on investigations or provide mutual assistance during other law enforcement activities.
- Detain or attest, restrain, search, and advise suspects of their rights, and transport, register and book prisoners. Cooperate and exchange information with other law enforcement agencies as assigned.
- Obtain advice from City Attorney, Municipal Court, and Prosecutor's office regarding cases, policies, and procedures, as needed and assigned.
- Direct and enforce traffic and parking regulations, issue tickets to traffic violators, inspect motor vehicles for state registration, serial numbers, and other pertinent information, and operate speed detecting radar device.
- Ascertain causes of traffic accidents by taking measurements and drawing diagrams of scenes, inspecting vehicles involved, obtaining, and analyzing information incidental to events, and conducting hit-and-run follow-up inquiries.
- Rescue and render first aid to the injured and summon ambulances and other law enforcement vehicles.
- Serve, as qualified, on specialized law enforcement operations or reaction teams, such as canine patrol, two-wheel motorcycle patrol, special weapons assault, juvenile cases, hostage negotiations, or surveillance, if assigned.
- Engage in community-oriented policing by mediating disputes, provide assistance to the public with such routine matters as locked or stalled vehicles, conducting educational programs pertaining to issues such as crime prevention, self-defense techniques, drug abuse resistance and traffic safety, and furnish general information about department activities.
- Serve warrants and commitments to fulfill court orders. Testify in court.
- Prepare felony and misdemeanor cases for filing of charges, giving testimony in court proceedings or other proper law enforcement action. Involves: compile information and write and submit reports on topics such as investigation findings, field interrogations, alcohol or drug influence, accident scenes, and traffic or other hazards that endanger public safety or superior officers. Prepare various records including officer's daily log, arrest register, breathalyzer checklist, back check form, and vehicle impoundment form.

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- Perform related duties as required. Involves: act on behalf of superior officers in their absences, if assigned. Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventative servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for own professional development. Explain and demonstrate police patrol practices to less knowledgeable employees as requested.
- Application of good knowledge of subjects required for licensing as a Peace Officer as established by the Texas Commission of Law Enforcement principles, procedures, techniques and equipment, and applicable laws, ordinances, and department rules and regulations. Follow oral and written instructions. Skillfully use and care in safe operation and care of a motor vehicle.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Probationary Patrol Officer

\$20.04 - \$22.00

Minimum Qualifications

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A bachelor's, or associates degree in Public Administration, Criminal Justice, Public Safety, Business Management, or related field experience.
- 1 year of experience as a commissioned Police Officer
- 1 year with the Socorro Police Department and/or other law enforcement agencies
- 20 College Hours
- TCOLE peace officer certification
- Possess a valid Texas class "C" Drivers License
- Must not have received a below standard employee review in the previous year
- Must not be the subject of any active Inter Affairs investigation

Patrol Officer

\$21.64 - \$25.77

Minimum Qualifications

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A bachelor's, or associates degree in Public Administration, Criminal Justice, Public Safety, Business Management, or related field experience.
- 2 years' of experience as a commissioned Police Officer
- 2.1 – 4 years with the Socorro Police Department and/or other law enforcement agencies
- 20 College Hours
- TCOLE peace officer certification
- Possess a valid Texas class "C" Drivers License
- Must not have received a below standard employee review in the previous year
- Must not be the subject of any active Inter Affairs investigation

Patrol Officer First Class

\$22.50 - \$26.89

Minimum Qualifications

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A bachelor's, or associates degree in Public Administration, Criminal Justice, Public Safety, Business Management, or related field experience.

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- 2 years of experience as a commissioned Police Officer
- 4.1 – 6 years in the Socorro Police Department and/or other law enforcement agencies
- 40 College Hours
- Intermediate TCOLE peace officer certification
- Possess a valid Texas class “C” Drivers License
- Must not have received a below standard employee review in the previous year
- Must not be the subject of any active Inter Affairs investigation

Senior Patrol Officer

\$24.00 - \$28.12

Minimum Qualifications

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A bachelor’s, or associates degree in Public Administration, Criminal Justice, Public Safety, Business Management, or related field experience.
- Two years of experience as a commissioned Police Officer
- 6.1 + years in the Socorro Police Department and/or other law enforcement agencies
- 60 College Hours
- Advanced TCOLE peace officer certification
- Possess a valid Texas class “C” Drivers License
- Must not have received a below standard employee review in the previous year
- Must not be the subject of any active Inter Affairs investigation

Note: Upon reaching maximum salary level in each category; only COLA increases will be given.

Equipment:

- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedure of police work and in the use of firearms.
- Operation of Motor Vehicles

Physical Requirements:

- Must be able to lift over 100 pounds.
- Sitting for extended periods.
- Occasional physical demands common to duties of a Police Officer.

Conditions of Employment:

- Must be a United States Citizen
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Pass Physical Fitness Examination.
- Pass Psychological & Polygraph Examination.
- Work flexible hours and overtime as required, including weekends, holidays, and emergencies.
- Bilingual Skills: English & Spanish preferred

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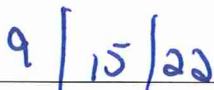


Mayor

Date



City Manager



Date



Human Resources Director



Date

Employee

Date

