

City of Devine Job Description

Job Title: Patrol Officer
Reports To: Patrol Sergeant
Date Prepared: June 2026

SUMMARY

This position performs the duties of “Peace Officer” under Texas law, including enforcement of criminal and traffic laws, criminal prevention and investigation, apprehension and arrest of criminal suspects in accordance with the law, protection of rights and property of citizens, the provision of basic police assistance to the public, participation in public affairs or educational programs designed to make known the police presence in the community.

Employees are responsible for the protection of life and property, prevention of crime, apprehension of criminals, and the general enforcement of laws and ordinances. Work is performed in accordance with departmental rules and regulations and normally consists of routine patrol, preliminary investigation and traffic regulation duties which may be performed in patrol cars, motorcycles, or on foot. Work involves an element of personal danger and employees must be able to act without direct supervision and to exercise independent discretion in meeting emergencies. Employees may be assigned to work at headquarters on special assignments, which call upon specialized abilities and knowledge usually attained through experience as a uniform patrolman. Assignments and general and special instructions are received from a superior officer who reviews work methods and results through reports, personal inspection and discussion.

ESSENTIAL JOB FUNCTIONS

Patrols city streets, parks, commercial and residential areas to preserve the peace and enforce the laws and ordinances.

Detects criminal activities and control vehicular traffic.

Respond to calls for service; investigate accident scenes, criminal activity reports, civil and domestic disturbances, missing persons reports, reports of prowlers and illegal drug activities, etc. and take appropriate actions.

Investigates and report crimes, accidents, property offenses, and existing unsafe conditions in the streets and/or other places.

Interrogates suspects, witnesses and drivers; Secures accident or crime scene and preserves evidence.

Renders assistance as may be needed, including the summoning of ambulances and other emergency or law enforcement assistance.

Issues citations and makes arrest of law violators in accordance with departmental policies and procedures and effective law enforcement techniques.

Prepares a variety of reports and records including but not limited to daily logs, investigation reports, filed interrogation reports, accident reports and arrest reports.

Testifies in court and communicates with other law enforcement personnel, city attorney, county prosecutors and district prosecutors as deemed necessary.

Conducts searches of vehicles, homes, businesses and other locations for contraband and drugs in accordance with departmental policies and procedures.

Assist in serving warrants and subpoenas.

Provides assistance and information to citizens such as changing a flat tire, directions, traffic safety, crime prevention referrals, etc.

And any other additional duties assigned.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE

High school diploma or GED, Texas Class C Driver's License. Any work related experience resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements. Minimum of two years experience as a police officer. Basic certification issued by the Texas Commission on Law Enforcement Officer Standards and Education.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS

Proficiency and skill in the use of firearms, weapons, radio equipments and radar.

Skill in physical defense tactics.

Skill in the use a police vehicle in emergency and non-emergency situations.

Ability to operate a police patrol vehicle.

Ability to enter data into logs, files and databases accurately.

Ability to interpret and apply modern police methods, laws, regulations, policies and procedures relating to law enforcement.

Knowledge of the Penal Code.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Duties are generally performed within the city limits.

The physical demands and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job or which the employee will encounter. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. The employee must have normal vision, hearing and understandable articulation. The employee must occasionally lift and/or move objects or person weighing up to one hundred pounds. The employee will work in a vehicle, indoors and outdoors during inclement weather conditions and in extreme hot and cold temperatures. The employee is occasionally exposed to personal risk while working in dangerous and life threatening situations and while driving or riding in a police vehicle at high rates of speed. The employee is exposed to personal risk while working with persons under the influence of drugs and alcohol, convicts and felons. The noise level of the work environment ranges from generally quiet to moderately loud.

I, employee, understand that this document is not to be constructed as a contract, either implied or explicit. All the information contained herein is merely an attempt by the City of Devine to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time. I have been furnished a copy of this job description.

Employee Signature: _____ Date: _____