Job Description

Job Title: Patrol Officer	FLSA: Exempt
Management Approval: Chief of Police	Date: 2026

A. PURPOSE OF JOB:

The Patrol Officer serves the City of Kempner as a commissioned peace officer of the Kempner Police Department. This position is responsible for protecting life and property; preventing, detecting, and investigating violations of federal, state, and local laws and municipal ordinances; responding to calls for service; and providing professional, impartial law enforcement services to residents, businesses, and visitors. The Patrol Officer works under the direction of the Chief of Police or authorized designee.

B. JOB DUTIES

- Conducts visible, proactive vehicle and foot patrols throughout the City, with emphasis on residential neighborhoods, school-related traffic safety, and areas identified through calls for service or crime trends.
- Responds promptly to dispatched and self-initiated calls for service; assesses scenes, provides assistance, de-escalates conflicts, and takes lawful enforcement action as appropriate.
- Enforces traffic laws and City ordinances; investigates motor vehicle crashes; conducts traffic stops and issues citations or warnings as warranted.
- Investigates criminal offenses, interviews complainants, witnesses, and suspects; identifies, collects, documents, and preserves evidence; and completes follow-up investigations within assigned responsibilities.
- Prepares accurate, complete, and timely incident, arrest, crash, supplemental, and other required reports; enters and maintains records according to departmental procedures.
- Maintains evidence integrity and chain of custody, and promptly submits seized property and evidence for proper logging and secure storage.
- Makes lawful arrests and takes subjects into custody when applicable and legally justified; safely restrains, searches, processes, and transports persons in custody in compliance with law and department policy.
- Provides testimony in court; attends required proceedings; and performs municipal court bailiff or security duties and law enforcement protection at City Council meetings when assigned.
- Communicates professionally with the public and other agencies; supports crime prevention, community engagement, and interagency cooperation.
- Inspects and safeguards City-issued vehicles, weapons, radios, body-worn cameras, equipment, and other property; reports damage, deficiencies, or loss promptly.
- Complies with applicable law, TCOLE requirements, City personnel policies, department policies, training requirements, and lawful supervisory directives.
- Immediately reports significant incidents, complaints, suspected misconduct, use-of-force events, and other matters requiring supervisory notification.
- Performs other lawful duties as assigned by the Chief of Police or authorized City management.
- Serves lawful search warrants and arrest warrants; processes arrested persons and arranges or performs prisoner transportation in accordance with applicable procedures.
- Prepares criminal complaints, investigative case files, and supporting documentation for prosecutors and courts; presents physical evidence and documents case dispositions as required.
- Responds to critical incidents, disasters, and rescue situations; provides first aid within training, assists injured persons, controls crowds, and directs traffic at emergency scenes.

- Assists stranded motorists, addresses roadway hazards and debris, and coordinates towing, transportation, or other roadside assistance as appropriate.
- Uses appropriate investigative and tactical resources to locate and apprehend offenders, rescue victims, identify illegal contraband, and recognize and respond to suspected terrorism or organized criminal activity.
- Provides accurate information and guidance to the public concerning laws, departmental procedures, and available resources within the officer's authority.
- Participates in community safety education, crime prevention programs, and other public outreach activities as assigned.
- Maintains proficiency through regular training and qualification with firearms, defensive tactics, use-of-force procedures, and other assigned equipment; administers first aid when needed.
- Exercises integrity, honesty, professionalism, and sound judgment in all contacts and enforcement actions.

C. BREAKDOWN OF JOB DUTIES:

The following represents proposed general expectations for allocation of duty time, subject to emergency calls, staffing, case complexity, and supervisory direction:

- 60% — Proactive patrol, traffic enforcement, neighborhood visibility, and school-related traffic safety.
- 25% — Calls for service, preliminary criminal investigations, crash response, and assigned follow-up.
- 15% — Reports, evidence processing, court appearances, training, equipment checks, and other assigned administrative duties.

D. REQUIRED QUALIFICATIONS

- Possess a valid Texas driver license and maintain eligibility to operate a City vehicle.
- Be a resident of the State of Texas and be legally authorized to work in the United States.
- Possess and maintain an active Texas Peace Officer License issued by the Texas Commission on Law Enforcement (TCOLE), and meet all applicable licensing and continuing education requirements.
- Be eligible for appointment and commissioning as a peace officer and meet applicable background, character, and fitness requirements.
- Demonstrate the ability to communicate clearly, prepare accurate reports, exercise sound judgment, and safely perform essential law enforcement functions.
- Have the ability to lift at least 75 pounds multiple times throughout the shift.
- Have the ability to remain standing for up to 3 hours at a time.

E. PREFERRED QUALIFICATIONS

- Bilingual in English and Spanish, including the ability to communicate effectively with Spanish-speaking community members.
- Prior patrol experience, familiarity with Texas criminal and traffic law, and training in crisis intervention, investigations, or community policing.

F. SUPERVISORY RESPONSIBILITIES

None routinely assigned. May provide field assistance, mentoring, or direction to other personnel when expressly authorized by the Chief of Police.

G. JOB CONTACTS

- City of Kempner employees, City management, and City Council members.

- Residents, visitors, businesses, complainants, victims, witnesses, and persons suspected of offenses.
- Federal, state, county, and local law enforcement agencies; emergency medical and fire personnel.
- Courts, prosecutors, regulatory agencies, and other criminal justice partners.

H. UNUSUAL WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Requires working knowledge of law enforcement methods, Texas criminal and traffic laws, court procedures, evidence collection and handling, safety regulations, and applicable City and departmental policies.
- Must be able to safely use and care for firearms and assigned equipment, employ appropriate defensive tactics, provide first aid within training, and make lawful use-of-force decisions under stress.
- May work extended or irregular shifts and interact with persons experiencing mental or emotional health crises; may be exposed to traumatic incidents and graphic material.
- Must be willing and able to work rotating shifts, nights, weekends, holidays, overtime, and emergency call-outs.
- May encounter armed individuals, violence, traumatic events, infectious hazards, severe weather, and other dangerous or stressful situations.
- Must be capable of making rapid, lawful decisions under pressure and using objectively reasonable force, including deadly force when legally justified.
- Must possess the physical stamina and agility to pursue suspects on foot, respond to emergencies, physically control and arrest subjects when applicable, restrain individuals, and perform other demanding duties.
- Ability to lift 30–40 pounds frequently, lift 70 pounds occasionally, and pull or drag up to 200 pounds, consistent with the City's existing Chief of Police description and any applicable accommodation obligations.
- Must be able to sit for extended periods, including while operating a patrol vehicle, monitoring an assigned location, or completing reports; and stand for extended periods during traffic control, scene security, court proceedings, and other assignments. Must be able to safely operate an emergency vehicle, including during high-stress responses, in accordance with law and policy.
- Must communicate effectively verbally and in writing, including during stressful or fast-paced interactions.
- Must maintain the emotional resilience, situational awareness, and judgment necessary to perform essential duties safely.

This job description outlines the primary duties and responsibilities of the Patrol Officer and is not an exhaustive list of all tasks. Additional duties may be assigned by the Chief of Police or other authorized City officials, consistent with the position and applicable law. The City may revise this description as operational needs change.

The City of Kempner is an equal opportunity employer.

Acknowledgment and Acceptance

I have read and understand the duties, responsibilities, and expectations outlined in this job description. I acknowledge that this job description may be revised as needed and that I will be notified of any changes.

Employee Signature: _____ Date: _____