

Patrol Officer Job Description

BASIC DUTIES:

Work under the direction of the Chief of Police performing general or Special Police work, in the maintenance of law and order, in the protection of life and property, and in the prevention and suppression of crime.

A Patrol Officer assigned to the Operations Division shall be responsible for the efficient performance of all duties in conformance with the rules, regulations, policies, procedures and orders contained in all manuals issued by the Department.

RESPONSIBILITIES:

The Patrol Officer's mission shall consist of, but is not necessarily limited to, the following general Police responsibilities:

- Routine patrol of the community, as assigned, remaining in constant radio contact with E911/Dispatch
- Identify criminal offenders and criminal activity and, where appropriate, to apprehend offender and participate in subsequent court proceedings
- Reduce the opportunity for the commission of some crimes through preventative and directed patrols and crime prevention measures
- Aid individuals who are in danger of physical harm
- Protect Constitutional guarantees
- Facilitate the movement of people and vehicles
- Assist those who cannot care for themselves
- Resolve conflict
- Identify problems that are potentially serious law enforcement or governmental problems
- Interaction with the community
- Create and maintain a feeling of security in the community
- Promote and preserve civil order
- Provide other services on an emergency basis

DUTIES:

The Patrol Officer's duties are as follows:

- Exercise authority consistent with the obligations imposed by their oath of office and be accountable to their Superior Officers, promptly obeying legitimate orders

- Coordinate their efforts with those of other members of the Department so that their teamwork may insure continuity of purpose and maximum achievement of Police objectives
- Communicate to their Superiors and to coworkers all information they may obtain that is pertinent to the achievement of Police objectives
- Be available for duty at all times in case of special needs or emergencies and respond punctually to all assignments
- Become familiar with advanced techniques and ideas designed to improve Police performance
- Acquire and record information concerning events that have taken place since their last briefing and be continuously attentive to instructions
- Record all activity during their tour of duty in the manner prescribed to them by their Superiors
- Maintain firearms and equipment in a functional, presentable condition, promptly correcting defects and report any serious defects to their Superior
- Make reports of crimes, accidents and other incidents in conformity with the procedures outlined in current directives for their accurate and complete preparation
- Exert every effort to satisfy the needs of citizens requesting service, assistance or information
- Be accountable for the securing, receiving and proper transporting of all evidence and property coming into their custody
- Be alert to the development of conditions tending to cause crime, take preventive actions to correct such conditions and inform their Superiors as soon as the situation permits
- Conduct a thorough investigation of all offenses and incidents within area of assignment and scope of activity. Patrol Officers shall collect evidence and record date that will aid in identification, apprehension, and prosecution of offenders and the recovery of property
- Patrol assigned area in a one man radio car for the general purpose of crime prevention and enforcement, remaining in assigned area except when responding to an emergency or with the authorization of the commanding officer, dispatcher or patrol supervisor.

NOTE: patrol includes: apprehending persons violating the law or wanted by the Police, public assembly checks, building security checks, legal interrogation of suspicious adults and juveniles, issuing traffic citations, locating fires, reporting street light and traffic signals out-of-order, street hazards and other safety problems, checks of schools, parks and playgrounds

- Examine in the nighttime, doors and windows of the business places in assigned area of patrol to see that they are properly secured
- Become thoroughly familiar with assigned route of patrol, including residents, merchants and institutions, roads, alley-ways and paths, conditions that contribute to crime and resources for emergency or other assistance, such as the location of fire boxes and telephones
- Remain on assigned sector throughout a tour of duty except when a Police emergency necessitates a temporary absence, or when a Superior Officer or the dispatcher has issued such authorization
- Patrol every part of beat giving particular attention to and frequently rechecking locations where the crime hazard is great
- Report all nuisances, impediments, obstruction, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within patrol area
- Take measures to direct the flow of traffic in patrol area during periods of congestion
- Keep portable radio equipment in operation at all times and be thoroughly familiar with Departmental policy concerning use of the radios. Give location when contacted by radio
- Be prepared to participate in special operations such as directed patrol, roadblocks, selective enforcement and other
- Respond to situations brought to their attention while in the course of routine patrol or assigned by radio
- Render first aid to persons who are seriously ill or injured, assist invalid, senile and lost persons, or other persons needing Police assistance
- Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to person or agencies where they can obtain further assistance
- Preserve the peace at public gatherings, neighborhood disputes and family fights
- Complete detailed crime reports on all reported public offenses, crimes and vehicle accidents
- Take statements from witnesses, suspects and complaints at the scene of most serious offenses and traffic accidents
- Complete brief complaint report on assignments where no offense has occurred or further Police action is not required
- When directed by a Superior Officer, serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately
- As necessary, when a supervisor is unavailable, process prisoners according to departmental policy
- Guard prisoners who are receiving treatment at a hospital
- When dispatched, leave assigned area to assist fellow Officers on call of a serious or dangerous nature
- Confer with Court Prosecutor and, when assigned, testify in court
- If assigned to operate a motor vehicle, see that it is well maintained mechanically and that it is clean both inside and out

- Immediately report all defects and damages sustained to the Commanding Officer and complete all reports and forms required for such by current procedures
- Use the call number assigned to the car to contact headquarters
- Operate the radio in line with FCC regulations and current Departmental procedures
- Properly trained personnel monitor E911/Dispatch operations as assigned.
- Always drive the assigned vehicle with due regard for the safety of self and others
- Be prepared for inspection of uniforms, equipment and general appearance
- Vehicles will be inspected each tour of duty with the appropriate departmental form completed/signed and reviewed by the shift commander.
- Use the siren and flashing light when it is necessary to do so and to ease passage through traffic
- When approaching the area of a crime scene, observe all weapons in the vicinity and the registration numbers of vehicles leaving the area
- Keep the Dispatcher and Officer in Charge of the shift informed of all pertinent information relating to the crime scene or serious incident area until a Superior Officer arrives to take command