

**P-201**

**JOB DESCRIPTIONS—ADDENDUM “I”**

PATROL OFFICER

**A. Summary**

1. A Patrol Officer shall be responsible for the efficient performance of required duties in conformance with the rules, regulations, and policies contained in this Manual.
2. Duties shall consist of, but are not necessarily limited to, a number of general police responsibilities necessary to the stability and safety of the community. A Patrol Officer shall be expected to:
  - a) Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
  - b) Reduce the opportunities for the commission of crime through preventive patrol and other measures.
  - c) Aid individuals who are in danger of physical harm.
  - d) Facilitate the movement of vehicular and pedestrian traffic.
  - e) Identify problems that are potentially serious law enforcement or governmental problems.
  - f) Create and maintain a feeling of security in the community.
  - g) Promote and preserve the peace.
  - h) Provide other services on an emergency basis.

**B. General Duties and Responsibilities**

It is the duty and responsibility of a Patrol Officer to:

- a) Exercise authority consistent with the obligations imposed by the oath of office and be accountable to superior officers. Promptly obey lawful orders.
- b) Coordinate efforts with those of other members of the Department so that teamwork may ensure continuity of purpose and maximum achievement of police objectives.
- c) Communicate to superiors and to fellow officers all information obtained which is pertinent to the achievement of police objectives.
- d) Respond punctually to all assignments.

- e) Acquire and record information concerning events that have taken place since the last tour of duty.
- f) Record activity during tour of duty in the manner prescribed by proper authority.
- g) Maintain weapons and equipment in a functional, presentable condition.
- h) Assist citizens requesting assistance or information. Courteously explain any instance where jurisdiction does not lie with the Police Department and suggest other procedures to be followed.
- i) Be accountable for the securing, receipting, and proper transporting of all evidence and property coming into custody.
- j) Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.
- k) Preserve the peace at public gatherings, neighborhood disputes and family quarrels.
- l) Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
- m) Confer with court prosecutors and testify in court.
- n) Accomplish other general duties as they are assigned or become necessary.
- o) Perform such other duties as may be assigned by the Chief.

**C. Specific Duties and Responsibilities - Preventive Patrol**

1. Patrol an assigned area for general purposes of crime prevention and law enforcement. Patrol includes:

- a) Being thoroughly familiar with the assigned route of patrol. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported. The location of the fire boxes, telephones and other emergency services should be noted.
- b) Apprehending persons violating the law or wanted by the police.
- c) Completing detailed reports on all crimes, vehicle accidents and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an investigation report.

- d) Preserving any crime scene until an Officer-in-Charge or Detective arrives when such crime scene is encountered or when dispatched to the scene as the first responding officer.
- e) Public Assembly checks.
- f) Building security checks.
- g) Observing and interrogating of suspicious persons.
- h) Issuing traffic citations.
- i) Being alert for and reporting fires.
- j) Reporting street light and traffic signals out-of-order, street hazards and any conditions that endanger public safety.
- k) Checking of schools, parks and playgrounds.
- l) Responding to any public emergency.

2. Conduct a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collect evidence and record data that will aid in identification, apprehension, and prosecution of offenders, as well as the recovery of property.

3. Be alert to the development of conditions tending to cause crime or indicative of criminal activity. Take preventive action to correct such conditions, and inform superiors as soon as the situation permits.

4. Respond to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Render first aid, when qualified, to persons who are seriously ill or injured. Assist persons needing police services.

5. Remain on assigned route throughout the tour of duty except when a police emergency necessitates a temporary absence, or when an Officer-in-Charge of the Dispatcher has issued authorization for a temporary absence.

6. Patrol area giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, a Patrol Officer shall not patrol an area according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location least expected.

7. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within the patrol area.

8. If assigned to operate a motor vehicle:
  - a) See that it is well maintained mechanically and that it is kept clean both inside and out.
  - b) Inspect the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately report all defects and damages sustained to the vehicle to the proper authority and complete all reports and forms required by current procedures.
  - c) Remove the keys whenever the patrol car is left unattended for any reason.
  - d) Use only vehicles assigned by the Officer-in-Charge.
  - e) Use the call number assigned to the car to contact headquarters.
  - f) Operate the radio in line with FCC regulations and current departmental procedures.
  - g) Ensure that the assigned vehicle's gas tank is full in accordance with Department procedures.
9. Keep radio equipment in operation at all times and be thoroughly familiar with departmental policy concerning use of the radios.
10. Take measures to direct the flow of traffic in the area during periods of congestion.
11. Notify the Officer-in-Charge if any absence from regular duties is required.
12. Make periodic reports to the station house.

**D. Specific Duties and responsibilities - Traffic Patrol**

1. Direct and expedite the flow of traffic at assigned intersections keeping in mind the duty as a traffic officer in preventing accidents, protecting pedestrians and ensuring the free flow of traffic.
2. Enforce the parking ordinances and motor vehicle laws in the patrol areas.
3. Be alert for traffic safety conditions that may endanger or inconvenience the public and report such conditions to the Officer-in-Charge.
4. Respond immediately when called from a traffic post to render emergency police service. Notify the station at the earliest possible opportunity.
5. Wear the prescribed traffic safety clothing and equipment.