

1. A police officer is responsible for the efficient performance of required duties conforming to the rules, regulations, and general orders contained herein. Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community. A police officer shall:

- (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 vehicle, foot and bicycle patrol.
- (c) Aid people who are in danger of physical harm.
- (d) Facilitate the movement of vehicular and pedestrian traffic.
- (e) Identify potentially serious law enforcement or governmental problems.
- (f) Promote and preserve the peace.
- (g) Provide emergency services.

2. The police officer position is non-supervisory. Police officer duties are performed on an assigned shift under the general guidance of the police chief.

3. General duties and responsibilities:

- (a) Exercises authority consistent with obligations imposed by the oath of office. Accountable to superior officers. Promptly obeys legitimate orders.
- (b) Coordinates efforts with those of other members of the department so that teamwork may ensure continuity of purpose and achievement of police objectives.
- (c) Communicates to superiors and to fellow officers all information obtained in the field, which is pertinent to the achievement of police objectives.
- (d) Responds punctually to all assignments.
- (e) Acquires and records information concerning events that have taken place since the last tour of duty.
- (f) Records activity during tour of duty in the manner prescribed by proper authority.
- (g) Maintains weapons and equipment in a functional, presentable condition.
- (h) Assists citizens requesting assistance or information. Courteously explains any instance where jurisdiction does not lie with the police department and suggests other procedures to be followed.
- (i) Accountable for the securing, receipt, and proper transporting of all evidence and property coming into custody.
- (j) Answers questions asked by the general public, counsels juveniles and adults when necessary and refers them to persons or agencies where they can obtain further assistance.
- (k) Preserves the peace at public gatherings, neighborhood disputes, and family quarrels.
- (l) Serves or delivers warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.

- (m) Confers with prosecutors and testifies in court.
- (n) Accomplishes other general duties as they are assigned or become necessary.
- (o) Performs other duties as may be assigned by the chief. Cooperates with the efforts of other law enforcement agencies.

4. Specific duties and responsibilities: preventive patrol.

Patrols 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 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) Preserves serious crime scenes until the investigator or a supervisor arrives.
- (e) Does building security checks.
- (f) Observes and interrogates suspicious persons, completes Field Interrogation cards.
- (g) Issues traffic citations.
- (h) Reports street light and traffic signals out-of-order, street hazards and any conditions that endanger public safety.
- (i) Checks schools, parks and playgrounds.
- (j) Responds to any public emergency.
- (k) Utilizes "problem solving" techniques.
- (l) Conducts a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collects evidence and records data, which will aid in identification, apprehension, and prosecution of offenders, as well as the recovery of property.
- (m) Alert to the development of conditions tending to cause crime or indicative of criminal activity. Takes preventive action to correct such conditions, and informs superiors as soon as the situation permits.
- (n) Responds to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Renders First Aid, when qualified, to persons who are seriously ill or injured. Assists persons needing police services.
- (o) Remains on assigned route throughout the tour of duty except when a police emergency necessitates a temporary absence, or when the sergeant on duty has issued authorization for a temporary absence.
- (p) Patrols 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.

(q) 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.

5. Concerning a patrol vehicle:

(a) See that it is well maintained mechanically and that it is kept clean both inside and out.

(b) Inspects the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately reports all defects and damage sustained to the proper authority and completes all reports and forms required by current procedures.

(c) Removes the keys and locks the doors whenever the patrol car is left unattended for any reason.

(d) Uses only vehicles assigned on duty.

(e) Operates the radio according to FCC regulations and current departmental procedures.

(f) Ensures that the assigned vehicle's gas tank is full before completion of duty.

(g) Keeps radio equipment in operation at all times and remains thoroughly familiar with departmental policy concerning its use.

(h) Takes measures to direct the flow of traffic during periods of congestion.

(i) Notifies the sergeant if more than a temporary absence from regular duty is required.

Specific duties and responsibilities: traffic patrol.

1. Directs and expedites the flow of traffic at assigned intersections, preventing accidents, protecting pedestrians, and ensuring the free flow of traffic.

2. Enforces parking ordinances and motor vehicle law in patrol area.

3. Alert to traffic safety conditions, which may endanger or inconvenience the public and reports such conditions to a supervisor.

Knowledge, Skills and Abilities:

1. Some knowledge of the philosophy, objectives and practices of counseling, particularly as related to juveniles; some knowledge of the fundamental principles of adolescent psychology; knowledge of police investigative techniques and techniques of identification; general knowledge of rules of evidence and laws of search and seizure; ability to deal effectively with juveniles and adults; ability to analyze evidence; ability to question and interview skillfully; ability to organize and prepare clear and concise oral and written reports; skill in the use of firearms and police equipment; possession of physical ability and endurance; ability to establish effective working relationships with juveniles, parents, school officials, fellow workers and the public; physically fit.

2. Physical demands of a patrol officer during the course of a shift may include, but are not limited to: **CONTINUOUS** transporting of between 20 and 30 lbs. in the form of uniform, patrol duty belt, tools of the trade, and duty gear worn on the person of the officer; working outdoors. **FREQUENT** walking, running, crawling, twisting, bending, grabbing, fighting, wrestling, struggling, climbing, sitting, standing, ascending or descending stairs; must be flexible, have static/explosive-dynamic-trunk strength in order to overcome combative suspects; entering and exiting patrol vehicle, walking on uneven and slippery surfaces, reaching at shoulder height, light physical manipulation of subjects in custody and placing them into or assisting their exit from a vehicle while in handcuffs; upward and downward flexion of neck; side-to-side turning of neck; lifting up to 10 lbs. below and at waist level; strong or power grasp of evidence, property, suspects; tight grasp, wrist and arm movement to manipulate baton; fine manipulation of paperwork; light grasp and finger control of radio and telephone; moderate grasp reach and manipulation of steering wheel with both hands in low stress driving situations, moderate grasp reach and rapid manipulation of steering wheel with both hands in high stress and emergency driving situations; good vision both far and near as well as color; good hearing; good physical conditioning for stamina, mobility and effort utilized in the policing duties. **OCCASIONAL** , sitting for long periods, standing for long periods, squatting, laying in a prone position, reaching above shoulder height, manipulation of arms to direct traffic, kneeling, pushing/pulling, jumping, twisting at waist; lifting of items weighing from 1 to over 100 lbs. below and at waist level, either with or without assistance; transporting items weighing 26-50 lbs. for distances up to 50 yards without assistance; transporting items weighing from 51 to over 100 lbs. for 30-50 yards with or without assistance; changing vehicle tires; reach, grasp, finger strength, arm and hand steadiness and manipulation to operate firearms at shoulder level or in kneeling or prone position. **INFREQUENT** balancing above ground; lifting of items weighing from 1 to over 100 lbs. from chest to above shoulder level, either with or without assistance, dragging a 150 to 180 pound person or object for 80 feet, either with or without assistance, physically pushing vehicles in traffic, pulling oneself up and over a fence up to 6 feet in height while in full duty uniform and gear, climbing a ladder.