

## **JOB DESCRIPTION – PATROL OFFICER**

### **Nature of Work**

- This is general duty and investigatory police work in the protection of life and property and in the service of citizens.
- An employee in this classification is usually responsible for the protection of life and property, prevention of crime, apprehension of criminals, enforcement of laws and ordinances in a designated area on an assigned shift. Work may be performed in patrol cars, on foot, on bicycles or on motorcycles. Work involves an element of danger and employees must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Officers may be assigned to work as detectives, investigators, bike patrol, traffic enforcement, or on other special assignments. Officer's work and work methods are reviewed through accomplishments, personal inspection, and review of written reports covering activities and discussion.

### **Illustrative Examples of Work:**

- Patrols a designated area of the city to preserve law and order, prevent crime and arrest offenders, enforce traffic and parking laws.
- Answer calls and complaints, takes information and reduces that information into complete and accurate reports.
- Aids the public by answering questions, giving information on laws and ordinances, provides direction to other agencies that may be able to provide the assistance that is needed.
- Works traffic accidents, administer first aid or summon appropriate help, directs traffic, works special traffic details, works school crossings.
- Checks buildings after hours, performs vacation checks at residences, patrol problem areas.
- Patrols parks, taverns, amusement centers, theaters and other places to prevent crime and arrest violators.
- Secures crime scenes, gathers witnesses, searches for and preserves evidence, gathers information, makes door to door canvases, makes arrests, and testifies in court.
- Patrols observing for hazardous conditions, street lights out, and forwards this information to the proper agencies.
- Performs specific duties and functions as assigned by a superior.

### **Desirable Knowledge, Skills and Abilities**

- Ability to cope with situations firmly, fairly, courteously, tactfully and with respect for the rights of others.
- Ability to analyze situations quickly and objectively to determine the proper course of action to be taken, with due regard to surrounding circumstances or hazards.
- Some knowledge of general social problems in urban areas and of accepted methods of meeting such problems
- Ability to understand and carry out oral and written instructions, and to prepare clear, comprehensive and concise reports.
- Ability to speak clearly and be understood.
- Ability to remember names and faces and details of incidents; ability to develop skills in the use of firearms.
- In good physical and psychological condition to perform the essential functions of the job of Police Officer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

### **Desirable Education and Experience**

Graduation from a standard high school or acceptable equivalent or vocational school.

**Assignment:**

Bid for preferred shifts will be based on seniority, however, final assignment will be made by the Office of Chiefs of Police and any deviation will be based on departmental needs.  
Specific work assignments may be Traffic, K-9 or Bike Patrol

**Essential Physical Job Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

In addition, the following physical demands for all sworn police officers:

standing, walking, sitting, lifting/carrying (Max. an injured or ill individual), pushing, pulling, pulling hand-over-hand, climbing stairs, climbing - use of legs/arms, balancing, stooping, kneeling, repeated bending, crawling, reaching high/low/level, finger movement/repetitive, repetitive twisting or pressure involving wrists or hands, both hands required, both legs required, ability for rapid mental/muscular coordination simultaneously, oral communication - ability to speak clearly in English, hearing/conversation, near/far visual requirements, depth perception, color vision: distinguish basic shades, operation of a police vehicle.