

JOB TITLE: Police Officer - Patrol

REPORTS TO: Squad Sergeant – Patrol Division

SUMMARY: Patrols assigned beat in patrol vehicle or on foot to control traffic, prevent crime or disturbance of peace, and arrest violators by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Conducts random preventative patrol to detect and deter criminal activity or unsafe conditions. Investigates reports of criminal violations and apprehends violators. Responds to robbery, burglary and trouble alarms and takes appropriate action. Enforces state and local laws and ordinances. Responds to and investigates 911 calls for assistance. Investigates missing persons reports. Provides information to citizens such as directions and general police information. Makes referrals to other public and social service agencies when appropriate. Familiarizes self with beat and with persons living in area. Notes suspicious persons and establishments and reports observations. Reports hazards. Disperses unruly crowds at unlawful public gatherings. Renders immediate aid at accidents, and investigates causes and results of accidents. Directs and reroutes traffic around fire or other disruption. Issues tickets to traffic violators. Writes and files reports pursuant to Departmental directives or orders. Attends training assignments. Complete reports pursuant to departmental directives or law. Assists other Emergency Service and City agencies in serving the public and carrying out duties. Performs various community relations functions.

ADDITIONAL DUTIES may include:

Performs administrative tasks such as mail delivery and conducting escorts. Testifies in court regarding criminal and civil matters. Provides traffic direction and control. Renders general assistance to motorists. Transports prisoners. Serves subpoenas.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, laws and procedure manuals. Ability to write clear and accurate reports and correspondence. Ability to speak effectively before groups of citizens and individuals.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must receive and maintain certification as police officer through the Police Officers Standards and Training Academy. Must possess and maintain a valid Connecticut Driver's License.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The employee must have the ability to learn the use and care of firearms, and periodically demonstrate proficiency of use. Must have keen observation skills and the ability to remember names, faces and details of incidents.

The employee must meet physical fitness criteria as established by the Norwalk Board of Police Commissioners.

COMMENTS:

The above is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Other duties may be assigned by a supervisor.