

## POLICE OFFICER- PATROL

### A. SUMMARY

The Patrol Officer is responsible for the efficient performance of required duties in conformance with the laws and the Department's rules, regulations and policies.

Duties shall consist of, but are not necessarily limited to, a number of general police responsibilities necessarily necessary to the stability and safety of the community.

The City of Montpelier embraces diversity and is committed to achieving diversity and inclusion within its workforce. Qualified applicants from under-represented populations are strongly encouraged to apply.

### B. GENERAL DUTIES AND RESPONSIBILITIES

Duties shall consist of, but are not necessarily limited to, a number of general police responsibilities necessarily necessary to the stability and safety of the community. The Police Officer may not perform all of the listed duties and/or may be required to perform additional or different duties from those described below so to address Department and City needs.

1. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
2. Reduce the opportunities for the commission of crime through proactive preventative patrol and other measures.
3. Aid individuals who are in danger or physical harm.
4. Facilitate the movement of vehicular and pedestrian traffic.
5. Identify problems that are potentially serious law enforcement or governmental problems.
6. Create and maintain a feeling of security in the community.
7. Promote and preserve the peace.
8. Provide other services on an emergency basis.
9. Ability to interview victims, collect evidence, and write detailed criminal and intelligence reports.
10. Effectively carry out the duties of Crime Prevention Officer, or other departmental duties as may be assigned.
11. Exercise authority consistent with the obligations by the oath of office and be accountable to supervisors and the chain of command. Promptly obey legitimate orders.
12. Coordinate efforts with those of other members of the Department so that teamwork ensures continuity of purpose and maximum achievement of police objectives.
13. Communicate to superiors and to fellow officers all information obtained which is pertinent to the achievement of police objectives.
14. Respond punctually to all assignments.
15. Review reports concerning events that have taken place since his last tour of duty.
16. Maintain proper records during the tour of duty in the manner prescribed by proper authority.
17. Maintain weapons and equipment in a functional, presentable condition. Report damage or loss of equipment assigned to his immediately as prescribed.
18. Assist all 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.
19. Be accountable for the marking and proper securing of all evidence and property coming into custody.
20. Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to persons of agencies where they can obtain further assistance.

21. Preserve the peace at public gatherings, neighborhood dispute and family quarrels.
22. Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a supervisor.
23. Confer with the state's attorney and testify in court.
24. Participate in arraignment of the defendants and assist with prosecution of cases in District Court as may be required.
25. Patrol an assigned area for general purposes of crime prevention and law enforcement. Patrol includes:
  - a. Apprehending persons violating the law or wanted by the police.
  - b. Being thoroughly familiar with the assigned patrol area. Such familiarity includes the knowledge of residents, merchants, businesses, roads, alleyways, path, etc. Conditions that contribute to crime should be reported. The location of telephones and other emergency services should be noted.
  - 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 other required reports. When property is recovered or additional information is discovered, pertaining to a previously reported offense, the officer completes all required reports.
  - d. Preserving any crime scene.
  - e. Public Assembly checks.
  - f. Building security checks.
  - g. Observing and interviewing of suspicious persons.
  - h. Issue 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 on schools, parks and playgrounds.
  - l. Responding to any public emergency.
26. Conduct a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collect evidence and record data which will aid in the identification, apprehension, and prosecution of offenders, as well as the recovering of property.
27. 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 supervisors as soon as the situation permits.
28. Become proficient in techniques of fingerprinting, photography, and the collection, preservation and presentation of all physical evidence.
29. Respond to situations brought to the Officer's attention while in the course of patrol or when assigned by radio. Render first aid, when qualified, to persons who are ill or injured. Assist persons needing police services.
30. Remain on assignment throughout the tour of duty except when a police emergency necessitates a temporary absence, or when a supervisor or the Dispatcher at the request of a supervisor has issued authorization for a temporary absence.

31. Patrol assigned area giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, a Police 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.
32. 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. Ensure that any assigned vehicle is clean and that no contraband or evidence is contained therein.
33. Keep radio equipment in operation at all times and be thoroughly familiar with departmental policy concerning use of the radios.
34. Notify a supervisor if more than a temporary absence from regular duties is required.
35. 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.
36. Enforce the Parking Ordinances and motor vehicles laws in the patrol areas.
37. Be alert for traffic safety conditions which may endanger or inconvenience the public and report such conditions to proper authorities. Take measures to direct the flow of traffic in the area during periods of congestion.
38. Wear prescribed safety clothing and equipment as appropriate or required.
39. Perform such other duties as may be assigned or required by proper authority.

C. KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of modern police science techniques, methods and procedures and the ability to carry out same; knowledge of Federal, State and City laws and ordinances, and Supreme Court decisions relative to police officer enforcement abilities and restraints; ability to analyze situations quickly and objectively to determine the proper course of action to be taken; ability to utilize self-defense techniques and firearms; ability to operate motor vehicles under emergency situations; ability to establish and maintain effective working relationships with other law enforcement agencies, other city agencies, fellow employees, and the central public; ability to operate department equipment.

D. MINIMUM QUALIFICATIONS

High School diploma or equivalent. Possession of a valid motor vehicle operator's license. Sufficient physical ability to meet the department requirements. Must attend law enforcement training school before being hired on a permanent status. Completion of college courses, military duty or relevant work experience are desirable but not required.

Out-of-State Candidates must possess certification from the Vermont Police Academy or obtain certification within one year of hire. Must possess a valid Vermont motor vehicle operator's license or obtain one within one month of hire. Must be a citizen of the United States. The successful candidate will undergo a complete background investigation as well as polygraph, psychological and drug testing as required by the Vermont Police Academy.

E. POST APPOINTMENT TRAINING

Police Officers shall receive other job related training based upon such factors as their specific assignment, seniority, and particular abilities.

**PHYSICAL ACTIVITY REQUIREMENTS**

- This job requires the ability to stand for extended periods of time.
- This job requires the ability to see, whether naturally or with vision correction tools (glasses, contacts).
- This job requires the ability to hear, whether naturally or with hearing correction tools (hearing aid) in order to communicate with co-worker/supervisors/customers and to trouble shoot improper functioning of machinery/engines.
- Must have the ability to be on your feet regularly and use hands, arms, and legs repeatedly on the job.
- Work frequently occurs in confined areas.

<b>Primary Physical Requirements</b>		<b>Other Physical Requirements</b>	
<b>Lift up to 10 lbs.:</b>	Performed frequently	<b>Twisting:</b>	Performed frequently
<b>Lift 11 to 25 lbs.:</b>	Performed frequently	<b>Bending:</b>	Performed frequently
<b>Lift 26 to 50 lbs.:</b>	Performed frequently	<b>Crawling:</b>	Occasionally performed
<b>Lift over 50 lbs.:</b>	Occasionally performed	<b>Squatting:</b>	Performed frequently
		<b>Kneeling:</b>	Performed frequently
<b>Carry up to 10 lbs.:</b>	Performed frequently	<b>Crouching:</b>	Performed frequently
<b>Carry 11 to 25 lbs.:</b>	Performed frequently	<b>Climbing:</b>	Occasionally performed
<b>Carry 25 to 50 lbs.:</b>	Occasionally performed	<b>Balancing:</b>	At heights up to 6' from ground level
<b>Carry over 50 lbs.:</b>	Occasionally performed	<b>Work Surfaces</b>	
		Frequent walking on sloped ground and slippery and uneven surfaces.	
<b>Reach above shoulder height:</b>	Performed frequently	<b>In Avg. 8 hour Day Employee is Required to:</b>	
<b>Reach at shoulder height:</b>	Performed frequently		
<b>Reach below shoulder height:</b>	Performed frequently		
		<b>Sit</b>	
		<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
<b>Push/Pull:</b>	Performed frequently	<b>Total Hrs.</b>	1 2 3 4 5 6 7 8
<b>Hand Manipulation</b>		<b>Stand</b>	
<b>Grasping:</b>	Performed frequently	<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
<b>Handling:</b>	Performed frequently	<b>Total Hrs.</b>	1 2 3 4 5 6 7 8
<b>Torquing:</b>	Occasionally performed	<b>Walk</b>	
<b>Fingering:</b>	Occasionally performed	<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
		<b>Total Hrs.</b>	1 2 3 4 5 6 7 8
