

# Narragansett Police Department

## JOB DESCRIPTION PATROL OFFICER

**Effective Date:** July 2018

**Revised Date:** April 4, 2024

**Review Date:** April 4, 2027

### **GENERAL SUMMARY:**

Under the general supervision of the Shift Supervisor - Lieutenant/Sergeant, the Patrol Officer shall perform preventive patrol and other law enforcement functions aimed at protecting life and property, preserving the peace, reducing opportunities for the commission of crimes, and identifying and apprehending offenders. The Patrol Officer shall provide emergency and non-emergency services, while creating and establishing a sense of security in the community.

### **ESSENTIAL FUNCTIONS:**

1. Exercise authority consistent with the obligations imposed by the oath of office.
2. Respond to all calls for service, rendering first aid when applicable.
3. Aid citizens requesting assistance or information.
4. Arrest persons for violating the law or those wanted by other law enforcement agencies.
5. Issue traffic citations; enforce motor vehicle laws and parking ordinances.
6. Seize, collect, preserve, transport, photograph, and inventory evidence and property taken into custody.
7. Maintain weapons and equipment in a state of operational readiness.
8. Promptly serve or deliver warrants, summonses, subpoenas, and other official papers.
9. Coordinate efforts with other Department employees to ensure that teamwork leads to the successful attainment of police short- and long-term goals and objectives.
10. Maintain certification with assigned equipment.
11. Perform other duties, as assigned by the Police Chief.

### **OTHER FUNCTIONS:**

1. Be alert for conditions that endanger public safety.
2. Conduct a thorough investigation of all offenses and incidents.
3. Be thoroughly familiar with the assigned areas of patrol. Such familiarity includes knowledge of businesses, residences, roads, paths, etc.

4. Remain in assigned beats throughout the shift, except when a police emergency necessitates a temporary absence or when a Shift Supervisor or Dispatcher has issued authorization for a temporary absence.
5. Take measures to expedite the flow of vehicular traffic during periods of congestion.
6. Preserve crime scenes, in accordance with Department policy.
7. Testify in court in a professional and timely manner, when required.
8. Complete detailed reports on all crimes, arrests, vehicle collisions, and other incidents requiring police attention.
9. Maintain and operate Department vehicles in accordance with Department policy.
10. Investigate alarms and suspicious persons to ensure the safety of residents and business owners.
11. Check public assemblies, residences, businesses, schools, and recreational areas.
12. Keep radio equipment in a state of operational readiness.
13. Keep informed of changes to local, state, and federal law, and departmental policies and procedures.

### **JOB REQUIREMENTS/QUALIFICATIONS:**

Residency: Must be a citizen of the United States and a resident of the State upon appointment.

Requirements: Must be 21 years of age or older upon appointment; height must be proportionate to weight; and vision must be not less than 20/30 correctable to 20/20 and must be able to distinguish colors, as per Town Ordinance.

Education: Must have a minimum of 60 college credit hours or two consecutive years of honorable active duty or reserve military service or one year of full-time employment as a police officer, corrections officer, or equivalent law enforcement experience at an agency with arrest powers by the date of application.

Training: Graduation from Rhode Island Municipal Police Training Academy or equivalent certification.

License: Must possess an unrestricted state driver's license upon appointment.

Physical and Psychological Condition: Must pass a physical examination pursuant to RI Municipal Police Academy standards by a qualified physician and satisfactorily pass a psychological test administered by a certified psychological testing service.

Testing: Must meet all further examination testing processes as defined in Town Ordinances Chapter 38, Article II, sections 38-23 entitled, "Qualifications for appointment to the police department".

### **PHYSICAL REQUIREMENTS:**

This position requires a Patrol Officer to perform all functions contained in this job description. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements necessary to accomplish the essential functions.

The employee may occasionally lift and/or move objects up to thirty (30) pounds and rarely up to 75 pounds. The employee will regularly sit, stand, walk, use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. As well as rarely run, jump, crouch, crawl, bend, kneel, climb or balance.

Specific physical abilities include close vision for the use of computer monitors, peripheral vision, depth perception and the ability to focus. The employee must be able to understand and communicate verbally with supervisors and general public.

### **WORKING CONDITIONS:**

Be available by telephone and radio during normal working hours and available for callback, when needed.

There is protection from weather conditions but not necessarily from temperature changes. The employee will primarily work inside 60% (include time spent in patrol vehicle and in an office setting) of the time and outside work 40% of the time. Environmental conditions: Occasionally exposed to hazards or risk of bodily injury. Occasionally exposed to heat and cold extremes and temperature changes; seldom exposed to vibration toxic conditions, odors, dust and poor ventilation.

### **SALARY RANGE:**

In accordance with the provisions of the Collective Bargaining Agreement between the Town of Narragansett and the Local 303, International Brotherhood of Police officers, specifically Section XXII, entitled: "Salaries".