

## TOWN OF SOUTHWICK

### JOB DESCRIPTION

#### PATROL OFFICER

#### SUPERVISION

A patrol officer is a uniformed Police Officer below the rank of Sergeant. They shall be responsible for the efficient performance of required duties in conformance with the rules, regulations, and policies of the department, and in conformity with applicable State and Federal Law. The occupant of the position is expected to be able to perform the regular duties of the position with minimal direct supervision by supervisory personnel in the Police Department.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Duties shall consist of, but are not necessarily limited to, a number of general police responsibilities necessary to the stability and safety of the community. A Patrol Officer shall be expected to:

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 preventive patrol and other measures devised by the department.
3. Aid individuals who are in danger of physical harm.
4. Facilitate the movement of vehicular and pedestrian traffic.
5. Identify problems that are potentially serious law enforcement or governmental problems, or safety hazards.
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.

#### B. General Duties and Responsibilities

It is the duty and responsibility of a Patrol Officer to:

1. Exercise authority consistent with the obligations imposed by oath of office and be accountable to superior officers. Promptly obey legitimate orders.

2. Coordinate efforts with other members of the Department so that teamwork will ensure achievement of police objectives.

3. Communicate to superior and fellow officers, all information obtained which is pertinent to success of police objectives.

4. Respond punctually to all assignments.

5. Review and be familiar with all events that have taken place since your last tour of duty.

6. Record all activity or incidents during your tour as prescribed by departmental policy.

7. Maintain weapons and equipment in a functional and presentable manner.

8. Assist citizens with information courteously and be prepared to suggest alternatives to question or problems outside his/her jurisdiction.

9. Be accountable for the securing, receipting, and proper transporting of all evidence and property coming into custody.

10. Answer all questions asked by the general public and refer them to persons or agencies where they can obtain further assistance.

11. Preserve the peace at public gatherings, neighborhood disputes, and family quarrels or in any position where our presence is requested or required.

12. Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.

13. Confer with court prosecutors and testify in court.

14. Accomplish other general duties as they are assigned or become necessary.

### C. Specific Duties and Responsibilities - Preventive Patrol

1. Patrol 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, paths, etc. Conditions that contribute to crime and or hazards to the public should be reported, like street lights or traffic signals not operating.

- 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. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an investigation report and or follow up.
  - d. Preserving any crime scene.
  - e. Public assembly checks.
  - f. Building security checks and being alert for the reporting of fires.
  - g. Observing and interrogating of suspicious persons.
  - h. Issuing traffic violations.
  - i. Checking schools, parks or recreational areas and responding to any public emergency.
2. Be able to conduct a thorough investigation of all offenses and incidents that occur, collect, record and identify all evidence available in effort to apprehend and prosecute offenders as well as recover property.
3. Be alert to conditions tending to cause crime or indicative of criminal activity. Inform superiors as soon as possible.
4. Respond to all requests by the public for assistance or first aid and police services.
5. Repeat patrols to high crime areas or areas where problems have developed using caution not to patrol in exactly the same route of travel on every occasion but to vary strategy.
6. Be alert for nuisances, impediments, obstructions, defects, or other conditions that might endanger or hinder the safety, health or convenience of the public.
7. When assigned to a motor vehicle:
- a. Inspect your vehicle and equipment prior to duty. Report and damage or items missing.
  - b. Remove keys from patrol cars when left unattended, except where deploying the cruiser lights and equipment may be necessary, i.e. accidents, ambulance calls.
  - c. Operate the radio within expected procedure and ensure that the assigned vehicle's gas tank is full prior to completion of each tour of duty.

#### D. Specific Duties and Responsibilities - Traffic Patrol

1. Direct and expediate the flow of traffic where and when needed. In doing so, keep in mind, preventing accidents, protecting pedestrians, and ensuring the free flow of traffic.

2. Enforce parking ordinances and motor vehicle laws.

3. Be alert for traffic safety and conditions which may endanger or inconvenience the public and report such conditions.

4. Respond immediately when called to a post to render emergency police service. Notify any and all other services if needed, i.e. rescue, ambulance etc.

#### E. Specific Duties and Responsibilities - Shift Commander

1. When performing the duties of a "Shift Commander" the Patrol Officer is expected to perform all of the essential job duties and responsibilities of a Sergeant including a Sergeant's supervisory duties.

#### EDUCATIONAL AND PRIOR WORK EXPERIENCE

Required: High School Graduate or G.E.D. and passed the Massachusetts Criminal Justice Training Council Reserve Intermittent Police Academy

Preferred: Passed the Massachusetts Criminal Justice Training Council Full Time Police Academy

#### SPECIAL KNOWLEDGE/ABILITIES FOR POSITION

- Knowledge of all relevant State and Federal Laws
- Strong Interpersonal and Customer Service Skills
- Strong Commitment to Law Enforcement
- Strong Record Keeping Skills and Writing Skills

#### PHYSICAL REQUIREMENTS

The position requires physical strength and agility. Activities may require walking, running, standing, sitting, and climbing whenever necessary. Activities will involve physical exertion in body movements such as reaching, bending, and twisting. The position also requires the ability to pull and push as needed as well as fine manipulation associated with the required use of a computer, typewriter, keyboard and calculator.

The position requires lifting of objects of 50 pounds on an occasional basis and over 100 pounds occasionally with the assistance of other personnel or equipment.

The position requires the occupant to have a driver's license at all times in order to perform the requirements of the position.

## ENVIRONMENTAL CONDITIONS

The Patrol Officer is required to work outdoors whenever necessary to fulfill the requirements of the position. This may involve extreme weather conditions such as rain, snow, and heat/cold extremes. He/she is also exposed on occasion to gasoline and/or diesel fumes and high noise levels. He/she is expected to use foul weather gear, a hard hat, rubber gloves, and steel toe shoes, eye and ear hearing protection, and respiratory protection when necessary.