

## **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, patrols special 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.

Physical strength, ability and freedom from serious physical defects.

## Desirable Education and Experience

Applicants must be at least 21 years of age

Applicants must have a minimum of a high school diploma or equivalent .

Personnel will be well groomed and mustaches will be kept neat and trimmed.

Beards are not permitted for officers assigned uniform patrol duties.

Female employees limited to not more than two small earrings worn in ear lobes. No tattoos from wrist bone to fingertips, or from the neckline up to top of head. No felony criminal arrest or record.