
POSITION DESCRIPTION

POLICE PATROL OFFICER

North Hudson Police Department

Direct Supervisor:	Patrol Sergeant
Work Schedule:	Rotating Shifts
Position:	Sworn
Approved:	May 1, 2001
Implemented:	June 1, 2001
Amended:	February 8, 2011

Duties and Responsibilities

This is an entry-level, sworn police position responsible for protection of life and property through the enforcement of laws and ordinances. Work involves patrolling assigned areas, responding to criminal, suspicious, traffic and unusual situations as directed; investigating activities, gathering evidence, securing areas; protecting victims, the public and property; apprehending violators, completing appropriate paperwork and other related duties as required. Duties are performed under the supervision of the on-duty Patrol Sergeant or Chief of Police.

Tasks Performed

- A. Specific duties that a Police Patrol Officer performs on a frequent basis include, but are not limited to:
 - 1. Check offense reports to determine crimes committed, crime patterns and modus operandi used in these crimes.
 - 2. Patrol assigned areas, concentrating on high frequency crime locations and known trouble spots; keeping alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, crimes in progress, etc.
 - 3. Investigate criminal or illegal activities, unusual or suspicious activities and conditions, traffic accidents, etc.; enforcing applicable Federal, state and local laws and ordinances.
 - 4. Prepare necessary reports, interviews, narratives and follow-ups for violations and complaints; issues necessary citations or warning notices, as appropriate.
 - 5. Handle miscellaneous citizens' calls for assistance, such as (but not limited to): authorized vehicle lock-outs, stranded vehicles, abandoned or disabled vehicles, standing by for citizen property removal, etc.
 - 6. Investigate traffic accidents, completing necessary reports and providing any necessary services, such as first aid, tow services, and traffic control.
 - 7. Observe the traffic flow for violations, and issue warnings and citations to violators, consistent with department policy.
 - 8. Query suspects through CIB and NCIC for wants and warrants, probation/parole status, criminal history, etc. to facilitate criminal investigations; and make arrests as necessary.
 - 9. Interview arrestees; fill out necessary paperwork, such as Miranda warning form, defendant statement form, offense reports, etc.; transport arrestees to

the appropriate facility (County Jail, hospital, etc.) as circumstances and department policy dictates.

10. Provide necessary medical, physical or protective services to ensure the safety of crime victims, citizens, or property.
11. Gather crime scene evidence as appropriate; calls for evidence technician as directed by department policy.
12. Initiate shift alert notices and memorandums, and read and evaluate correspondence and memorandums relative to operational activities or police hazards.
13. Perform all duties within the pre-established guidelines of and in full support of the department, state and Federal governments and other law enforcement agencies.

B. Specific duties that a Police Patrol Officer performs on a regular basis include, but are not limited to:

1. Establish and maintain constant lines of communication with internal and external elements of the department.
2. Recognize suspicious behavior of persons who may indicate involvement in criminal offenses, interview these suspicious persons, and successfully complete an informational report if probable cause for an arrest does not exist.
3. Serve outstanding subpoenas or warrants.
4. Evaluate erratic or impaired driving, conduct field sobriety tests, and make OMVWI arrests if probable cause exists for the arrest.
5. Investigate domestic violence/abuse complaints; make arrests in compliance with state law and department policy.
6. Investigate missing person and missing child complaints; broadcast physical descriptions and/or vehicle descriptions to other units, enter missing person into TIME system, if applicable; complete all necessary reports, and continue to conduct follow-up investigations as information becomes available or as assigned.
7. Provide other field units with the description, method and direction of flight, and other relevant information concerning wanted persons or vehicles.
8. Provide for or conduct preventive maintenance on all personal equipment; comply with maintenance schedules and practices for assigned police vehicles and other police equipment.
9. Testify at court proceedings, as necessary.

C. Specific duties that a Police Patrol Officer performs on an occasional basis include, but are not limited to:

1. Performs crowd control at parades, festivals, labor disputes, riots, and other events.
2. Actively participate in training programs as an instructor and/or student.

Programs include first aid/CPR recertification, firearms training, defensive tactics training, in-service training, legal update, etc.

3. When assigned, conduct business/home security inspections, providing business and/or home owner's tips for making their property more secure.
4. When assigned, give community oriented talks or lectures to schools, business organizations, youth groups, etc. on topics relating to law enforcement, alcohol/drug awareness, home/business/property security measures, personal safety issues, etc.
6. When assigned, conduct licensed premise inspections, looking for liquor law violations and criminal activities.
7. Gather vice and narcotics information, and take enforcement action. Pass along information on organized crime, vice, and narcotics activities to the appropriate enforcement agency or bureau.
8. Investigate child abuse/neglect complaints, gather all initial information, perform or ensure that all necessary evidence collection is completed, and complete necessary reports. Refer complaint to Social Services, as required or directed by a supervisor and department policy.
9. Complete all special assignments, projects, and investigations as assigned.
10. Complete other duties as may be assigned by the Patrol Sergeant, Chief of Police or other ranking administrative person.

Requisite Knowledge, Skills, and Abilities

- A. The position of Police Patrol Officer requires, at a minimum, an Associate's Degree from an accredited college or University in addition to some experience in law enforcement procedures and technical training in related fields beyond the high school level which provides the following minimum knowledge, abilities and skills:
 1. Knowledge of Federal, state and local laws and ordinances; and departmental rules, regulations, and policies.
 2. Knowledge of modern methods and practices of criminal investigation and identification, patrol, intelligence, traffic control, police training, public relations, etc.
 3. Knowledge of departmental administrative and management programs.
 4. Ability to deal with the public in an effective and professional manner, protecting individual's rights and human dignity.
 5. Ability to think clearly and decisively in the application of law enforcement duties; and to take appropriate action as the situation dictates.
 6. Ability to understand and execute complex oral and written instructions; ability to communicate orally and in writing in an effective and efficient manner.
 7. Ability to maintain confidentiality.
 8. Ability to handle dangerous and/or stressful situations in an effective and efficient manner.

9. Ability to work independently of direct supervision in an effective and efficient manner.
10. Ability to remember and recall details. Must have good observational powers.
11. Ability to prepare clear and comprehensive reports on investigations, offenses, arrests, and other activities.
12. Ability to demonstrate sensitivity to the emotional state of victims and relatives of deceased, seriously injured, or seriously ill persons.
13. Ability to demonstrate initiative and tenacity in order to actively influence events, rather than passively accepting results of the actions of others.
14. Ability to exhibit good judgment in resolving conflicts among disparate individuals and groups.
15. Ability to demonstrate and exemplify personal characteristics of professionalism.
16. Skill in the care, use and handling of firearms.
17. Skill in the techniques of physical restraint of violators, and in defensive tactics.
18. Skill in defensive driving techniques, both in routine and high-speed driving situations.
19. Skill in public speaking techniques.
20. Skill in the operation of departmental equipment, including but not limited to camera equipment, first responder medical apparatus, radios, radar units, computers, sound meters, etc.