

**PERRY POLICE DEPARTMENT
JOB DESCRIPTION
PATROL OFFICERS**

I. PURPOSE:

This job description outlines the accountabilities and duties of the patrol officer for the Perry Police Department.

II. JOB SUMMARY:

The patrol officer's job is a uniform position sworn to uphold and enforce all laws and City ordinances, to protect lives and property, and maintain peace and order in the community, including but not limited to, patrolling assigned shift in a squad car, on foot or on a bicycle to control traffic, prevent crime or disturbance of peace and arrest violators. The officer will: familiarize self with note suspicious persons and establishments and report to superior officer; report hazards; disperse, unruly crowds at public gatherings, render first aid at crashes and investigate causes and results of traffic crashes; direct traffic around fires, parades, and other disruptions, warn and arrest persons violating motor vehicle regulations and safe driving practices, monitor traffic to detect stolen vehicles, and file all facts, records, information involved on appropriate reports for possible use in court, and locate, preserve, and collect evidence of crimes and recovered property; appear in court as witness in traffic and criminal case work, observe buildings and areas to evaluate security needs and to recommend measures to make them less vulnerable to crime, speak to community groups to inform them of crime prevention and security measures; work with neighborhood groups, organizations and individuals to address community concerns and problems to improve the quality of life in our community.

III. JOB DUTIES AND ACCOUNTABILITY:

- A. Conduct preliminary criminal and traffic investigations.
- B. Patrol assigned shifts, initiate field activity;
- C. Prepare and submit written reports of investigations and assignments.
- D. Responds to calls for service referred by Communications personnel.
- E. Pursues, apprehends, and arrests persons suspected of violating federal, state, and local laws and ordinances .
- F. Responds to on-view situations

- G. Attends approved training.
- H. Maintains substantive knowledge of and follows all department policies and procedures, applicable city, state and federal laws and ordinance.
- I. Attends department meetings.
- J. Collects evidence and property.
- K. Processes and transports prisoners.
- L. Testifies in court and other hearings.
- M. Develop problem solving solutions in neighborhood groups, organizations, individuals to improve quality of life in the community.
- N. Conducts complete and thorough preliminary investigations in all cases assigned.
- O. Conducts periodic premise checks on residences and businesses. Provide a funeral escort or bank escort when requested when possible.

IV. EQUIPMENT, AID, AND TOOLS:

Department equipment including but not limited to the police vehicle, portable Radio, cellular-telephone, pistol, shotgun, flashlight, police baton, handcuffs, oleoresin capsicum (OC) spray, tasers, personal computer/computer network, copier, paper shredder, telephone, pencil/pen and paper.

V. REGULAR CONTACTS:

Mayor, city council members, command staff members, supervisors, patrol officers, lawyers, non-sworn personnel and members of the school and the general public.

VII. WORKING CONDITONS:

May have shift work and schedule adjustments. Subject to inside and outside environmental conditions. May be in contact with biohazardous materials and waste. second hand smoke, narcotics, and individuals with contagious disease. Maybe subject to being shot, stabbed, bitten, kicked, and/or hit by persons or various objects.

VIII. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Requires an understanding of the department's policy and procedures. Ability to use and care for department equipment, and to work without direct supervision. Must have a thorough knowledge of the geographical area and the ability to use resources to acquire this information. Ability to deal effectively and courteously with the public

IX. PHYSICAL REQUIREMENTS:

The ability to walk, stand up, stoop, crouch, crawl, carry equipment, climb stairs and ladders, scale fences, finger, grasp, push, pull, sit and stand for extended period of time, perform repetitive motions, and occasion lift more than 100 pounds.

X. MENTAL REQUIREMENTS:

Requires ability to: communicate clearly with supervisors, subordinates, and the public; constantly think quickly, exercise good judgment, and maintain mental alertness under adverse and life-threatening situation; and control personal feelings and emotions. Considerable knowledge of the principles, methods, and techniques of police work, supervision and personnel administration.