



## **Patrol Officer**

*This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.*

**SUPERVISOR:** Chief of Police and Police Lieutenant

**SUPERVISE:** None

### **SUMMARY DESCRIPTION**

Responsible for the performance of professional police work on an assigned shift through the enforcement of local, state, and federal laws in an effort to protect life and property and to ensure the maintenance of law and order throughout the community. An incumbent will be required to perform duties on an on-call basis, as needed.

### **EXAMPLES OF WORK PERFORMED**

**ESSENTIAL FUNCTIONS:** *The following examples of work are illustrative only and are not intended to be all inclusive.*

Patrols assigned area, either by vehicle, foot and/or bicycle, in order to prevent and/or detect violations of local, state and federal laws.

Enforces traffic regulations through various activities including but not limited to traffic stops, inspecting license and vehicle registrations, operating radar and determining the driver's ability to operate their vehicle.

Administers roadside sobriety tests, arrests intoxicated drivers and completes chemical analysis requests in cases relating to driving under the influence.

Responds to emergency calls, including rescue and fire, and provides assistance as needed; responds as backup on crimes in progress and helps secure the safety of officers in danger.

Arrests individuals suspected of engaging in criminal activity according to established policies and procedures; issues citations and warnings relating to all offenses.

Investigates criminal activity, isolates and secures crime scenes, gathers and safeguards evidence; ensures all duties performed are in accordance with established procedures.

Conducts case follow-up activities in order to determine logical conclusions and/or appropriate resolutions.

Performs interrogations to obtain case related information, determine probable cause, and/or identify suspects; transports prisoners as needed.

Investigates accident scenes to determine cause and takes appropriate actions; safeguards scene to prevent further incidents; makes sketches and notes for reference.

Responsible for reporting non-working street lamps and other traffic hazards; removes hazards as needed.

Responsible for enforcing parking regulations through various activities including issuing parking citations, booting vehicles, and contacting towing companies.

Responsible for catching and impounding dogs, cats, and other animals; issues written notices to violators.

Administers first aid to injured persons and requests medical attention when needed.

Surveys local businesses and neighborhood residences in an effort to detect crimes in progress or suspicious activity.

Interviews citizens as to the nature of complaints in order to gain information related to emergency or criminal situations or offenses.

Determines probable cause to arrest or search; prepares affidavits and serves authorized warrants.

Provides assistance to persons who may be lost, stranded or otherwise in need of assistance.

Establishes police lines at fire and crime scenes, institutes vehicular and crowd control procedures; directs and controls traffic and participates in the dispersal of unruly gatherings.

Obtains evidence and assists in preparing cases for filing charges; appears in court to present evidence and testify against persons accused of crimes.

Responsible for the enforcement of city ordinances and resolutions pertaining to law enforcement, health and safety regulations of the city.

Responsible for input and review of the daily log of shift activities; confers with the supervisor on daily tactical matters, unusual or difficult problems, the progress of cases, and other related issues.

Attends professional seminars and conferences to keep abreast of changes in laws and procedures, techniques and skills pertaining to law enforcement and public safety.

Participates in law enforcement activities with other agencies and provides mutual assistance during emergency situations, as needed.

Completes detailed and accurate reports and other official records that document daily activities or involvement in incidents; utilizes various computer programs in the establishment and maintenance of records and reports.

Operates and maintains assigned departmental vehicles and equipment according to established procedures; performs preventative maintenance on assigned vehicle; *refers* defects or needed repairs to supervisor.

Interacts with schools and community groups in promoting crime prevention programs, participates in departmental community relations programs, and helps citizens form neighborhood watch groups.

Answers inquiries from the general public; receives citizen complaints and handles situation and/or refers individual to appropriate source for resolution.

Operates standard office equipment and other equipment relating to a comprehensive police program used in the performance of duties, i.e. copier, fax machine, personal computer, calculator, communication equipment, cameras, radar unit, cellular phones, etc.

Establishes and maintains positive public relations with the general public, other employees, other governmental agencies and municipal officials.

Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Federal, state, and local laws pertaining to the duties performed including those with reference to search and seizure, arrest, custody and prosecution of persons and the rules of evidence.
- The methods and practices of municipal police administration and organizational procedures.
- The technical and operating principles and techniques used in law enforcement and crime prevention.
- Rules and regulations pertaining to personnel administration, i.e. employment hiring practices, discrimination, etc.
- The use of police records and their application to the solution of police problems.
- Departmental responsibilities and ability to use independent judgment in the performance of duties.
- The geography of the city and the zoning jurisdiction.
- Input and retrieval functions utilizing a variety of computer programs pertaining to the duties performed.

### **Ability to:**

- Learn and, upon accumulating experience, possess the knowledge and ability to apply the principles and techniques used in law enforcement.
- Learn and, upon accumulating experience, possess the knowledge and ability to apply local, state and federal laws and ordinances applicable to the duties performed.
- Learn and apply first aid principles and the techniques of administering emergency medical aid.
- Learn and, upon accumulating experience, possess the knowledge of departmental responsibilities and ability to use independent judgment in the performance of duties.
- Learn to perform input and retrieval functions utilizing a variety of computer programs pertaining to the duties performed.
- Enforce ordinances and other regulations with firmness, tact and impartiality.
- Utilize sound independent judgement in stressful and emergency situations, analyze situations quickly and objectively and to adapt quick, effective, and reasonable courses of action with due regard to the surrounding hazards and circumstances.
- Make complex, difficult decisions and to develop plans for the safe, efficient, effective, and legal accomplishments of tasks required to protect life, safety and property of citizens, to enforce applicable laws and to serve the public.
- Maintain and operate firearms according to established procedures.
- Operate a motor vehicle in all types of weather and traffic conditions according to established procedures.

- Operate standard office equipment and other equipment relating to a comprehensive police program.
- Prepare clear and comprehensive recommendations, descriptive narratives and standardized report forms.
- Maintain the confidentiality of all departmental communications, documents, and correspondence.
- Plan and organize a personal work schedule, set priorities and meet deadlines.
- Understand and follow both oral and written instructions.
- Communicate effectively, both orally and in writing, in English.
- Establish and maintain effective working relationships with the general public, other employees, law enforcement agencies, governmental agencies and municipal officials.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** The incumbent is required to work in all climatic conditions, extreme heat to cold with snow and ice. The incumbent occasionally works near moving mechanical parts, in precarious places, may be required to work with explosives, and is occasionally exposed to bodily fluids, fumes or airborne particles, toxic chemicals, and vibration. Specific vision abilities required by this job include adequate close vision, distance vision, color vision, peripheral vision, and depth perception, the ability to adjust focus, and correctable vision to 20/30 and no evidence of an irreversible disease which will affect the person's sight. Specific hearing requirements include normal hearing or corrected hearing to normal hearing standards in each ear and have no evidence of an irreversible disease which will affect the person's hearing. Additional requirements include physical and mental abilities listed by the Nebraska Law Enforcement Training Center as necessary to competently perform the job.

Work hours may occasionally be required in times of darkness. The noise level may be moderate to intense depending on activity performed. Work requires extensive interaction with the general public and law violators and may be stressful when dealing with criminal incidents, irate citizens and specific timeframes.

**Physical:** Police officers are often placed in a position of physical and mental stress and will be required to perform a variety of duties which may require the incumbent to walk, run long distances or sit for extended periods of time. Work is generally performed indoors in an office setting and requires routine bending, lifting and carrying office supplies, books, files and other materials. However, work may be required outdoors with a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping, and climbing. While performing the duties, the incumbent is required to talk, hear, use hands to finger, handle, feel or operate objects, tools, equipment, or controls and must have the ability to transport themselves to and from various locations throughout the city and within the Police Department and City Hall. Hand eye coordination is necessary to operate computers and various pieces of equipment and vehicles. The incumbent must be able to lift objects up to 85 lbs., and move objects up to 160 lbs., without assistance.

## **EDUCATION AND EXPERIENCE**

*Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education/Training:**

Graduation from high school or equivalent GED, or any equivalent combination of education, training, and experience.

Must possess and maintain a valid Nebraska driver's license at the time of employment.

Must possess and maintain certification by the State of Nebraska as a Law Enforcement Officer as required by law, or must obtain certification by the State of Nebraska as a Law Enforcement Officer within one (1) year of employment.

Must maintain all certifications as may be required by the State of Nebraska or the City of Wahoo.

Regular Full-Time

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