

**HELLAM TOWNSHIP
JOB DESCRIPTION**

**Full-Time
FLSA: Non-Exempt**

**TITLE: Patrol Officer
DEPARTMENT: Police
REPORTS TO: Chief of Police**

Summary

The patrol officer is the first line function entity of the Department. The patrol officer is responsible for the implementation of departmental goals, objectives, and ultimately the police mission. He/she will perform all duties in conformance with rules, regulations, policies, procedures and orders.

His/her mission shall consist of, but is not limited to, the following general police responsibilities:

1. Identify criminal offenders and criminal activity, and, where applicable, to apprehend offenders and participate in subsequent court proceedings.
2. Reduce the opportunities for the commission of some crimes through preventive and directed patrols and crime prevention measures.
3. Aid individuals who are in danger of physical harm.
4. Protect constitutional guarantees.
5. Facilitate the movement of people and vehicles.
6. Assist those who can not care for themselves.
7. Resolve conflict.
8. Identify problems that are potentially serious law enforcement or governmental problems.
9. Create and maintain a feeling of security in the community.
10. Promote and preserve civil order and provide other services on an emergency Basis.

He/she shall be assigned to perform specific duties and responsibilities as required by the Chief of Police or his designee.

General Duties and Responsibilities

1. Exercise authority consistent with the obligations imposed by his/her oath of office and be accountable to his/her superior officers, promptly obeying legitimate orders.
2. Coordinate his/her efforts with those of other members of the Department so that their teamwork may ensure continuity of purpose and maximum achievement of police objectives.

3. Communicate to his/her superiors and co-workers all information he/she may obtain which is pertinent to the achievement of police objectives.
4. Be available for duty at all times in case of special needs or emergencies and respond punctually for all assignments.
5. Be familiar with advanced techniques and ideas designed to improve police performance.
6. Be attentive to instructions and record all activity during his/her tour of duty in the manner prescribed by established procedures.
7. Maintain arms and equipment in a functional, presentable condition, promptly correcting defects and report any serious defects to his/her superior.
8. Make reports of crimes, accidents and other incidents in conformity with procedures. Reports should be accurate and complete.
9. Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instance where jurisdiction does not lie with the police department and suggest other procedures to be followed.
10. Be accountable for securing, receipting and proper transporting of all evidence and property coming into his/her custody.
11. Be alert to the development of conditions tending to cause crime, take preventive actions to correct such conditions and inform his/her superiors as soon as possible.
12. Conduct a thorough investigation of all offenses and incidents within his/her area of assignment and scope of activity. He/she shall collect evidence and record data which will aid in identification, apprehension and prosecution of offenders and the recovery of property.

Specific Duties and Responsibilities

I. Patrol

- a. Patrol assigned area in a one or two-man mode for general purpose of crime prevention and enforcement. Pay special attention to those public offenses and criminal activities which are more likely to occur during one's tour of duty. Patrol includes: apprehending persons violating the law or wanted by the police; public assembly checks; building security checks; legal interrogation of suspicious adults and juveniles; issuing traffic citations; locating fires; reporting street light and traffic signals out of order; street hazards and other safety problems; checks of schools, parks and playgrounds.
- b. Examine in the nighttime, doors and windows of the business places in his/her assigned area of patrol to see that they are properly secured. If any door or window is found to be unsecured, he shall notify the Communications Center and take immediate measures to secure the property if it is apparent that the door or window was inadvertently left open by the owner. However, if it appears that the door or window was forced open to gain unlawful entry into the building, he/she shall immediately request assistance to search the premises.

- c. Become familiar with the assigned patrol areas. This includes residents, merchants and institutions; road, alleyways and paths; conditions that contribute to crime and resources for emergency and other assistance.
- d. Remain on his/her assignment throughout a tour of duty except when a Police emergency necessitates a temporary absence, or when the officer's supervisor issues such authorization.
- e. Patrol every part of assigned sector giving particular attention to and frequently rechecking locations where the crime hazard is great. He/she shall not patrol assigned area according to any fixed route or schedule, but shall alternate frequently and back track in order to be at locations least expected.
- f. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within his/her patrol area.
- g. Keep portable radio in operation at all times and be thoroughly familiar with departmental policy concerning use of radios.
- h. Be prepared to participate in special operations such as direct traffic, selective enforcement, serve warrants and others. Be physically fit and able to perform such tasks when needed, in all weather conditions.

2. Service to Public

- a. Respond to situations brought to his/her attention while in the course of routine patrol or assigned by radio. Render first-aid to persons who are seriously ill or injured; assist invalids, senile and lost persons, or other persons needing police assistance.
- b. Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.
- c. Preserve the peace at public gatherings, neighborhood disputes and family fights.

3. Report Writing

- a. Complete detailed reports on all reported crimes and vehicle accidents. In cases where an arrest is made, the report should be detailed with a copy of such in incident folder. Property and supplemental reports shall be completed and become a part of such case file.
- b. Take statements from witnesses, suspects and complainants at the scene of incidents and accidents.

4. Miscellaneous Activities

- a. Accomplish other general duties and functions as they are assigned or become necessary.
- b. Guard prisoners at hospital, confer with District Attorney's personnel regarding cases, serve warrants and assist fellow officers on calls when directed.
- c. Have a valid Pennsylvania operator's license. Operate police radios in line with FCC regulations and current department procedures. Maintain assigned motor vehicle mechanically and keep it clean both inside and out. Immediately report all defects and damages sustained to shift supervisor or Chief of Police and complete all reports and forms as required for such by current procedures.
- d. Always drive assigned vehicle with due regard for the safety of yourself and others. When on regular patrol, drive at a speed and a manner as will enable one to see any conditions which may require police attention.
- e. Be prepared for inspection of uniforms, equipment and general appearance.
- f. Be prepared physically and psychologically for duty.