

CITY OF BLUFFTON

Police

TITLE: Patrol Officer
Overtime is non-exempt

JOB OBJECTIVES: Incumbent is responsible for the efficient performance of required duties conforming to the rules, regulations and general orders contained herein. Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community.

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum requirements are the applicant must be 21 years of age, have 60 credit hours of college or three (3) years in a law enforcement field, pass a background investigation, physical agility test, oral interview, physical examination and a psychological examination. Applicant must also pass a voice stress test. Incumbent must be less than 36 years of age to be accepted by the Police/Fire Pension.

ESSENTIAL JOB FUNCTIONS:

- Identify criminal offenders and criminal activity and where appropriate apprehend offenders and participate in subsequent court proceeding.
- Reduce the opportunities for the commission of crime through preventive patrol and other measures.
- Aid people who are in danger of physical harm.
- Facilitate the movement of vehicular and pedestrian traffic.
- Identify potentially serious law enforcement or governmental problems.
- Promote and preserve peace.
- Provide emergency services.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

EQUIPMENT:

Ability to use such office machines as computer/printer, typewriter, copier, fax, and telephone. Ability to operate all Department vehicles. Ability to use such electronic devices as radar, radios, and camera and all approved department equipment.

DUTIES AND RESPONSIBILITIES:

- Exercises authority consistent with obligations imposed by the oath of office. Accountable to superior officers. Promptly obeys legitimate orders. Where orders conflict, consult RR 1-2.3.
- Coordinates efforts with those of other members of the department so that teamwork may ensure continuity of purpose and achievement of police objectives.
- Communicates to superiors and to fellow officers all information obtained in the field which is pertinent to the achievement of police objectives.

- Responds punctually to all assignments.
- Acquires and records information concerning events that have taken place since the last tour of duty.
- Records activity during tour of duty in the manner prescribed by proper authority.
- Maintains weapons and equipment in a functional, presentable condition.
- Assists citizens requesting assistance or information. Courteously explains any instance where jurisdiction does not lie with the police department and suggest other procedures to be followed.
- Accountable for the securing, receipt and proper transporting of all evidence and property coming into custody.
- Answers questions asked by the general public, counsels juveniles and adults when necessary and refers them to persons or agencies where they can obtain further assistance.
- Preserves the peace at public gatherings, neighborhood disputes and family quarrels.
- Serves or delivers warrants, summons, subpoenas and other official papers promptly and accurately when so directed by a superior officer.
- Confers with prosecutors and testifies in court.
- Accomplishes other general duties as they are assigned or become necessary.
- Performs other duties as may be assigned by the Chief of Police.
- Cooperates with the efforts of other law enforcement agencies.

PREVENTIVE PATROL

- Patrols an assigned area for general purposes of crime prevention and law enforcement. Patrol includes:
 - a) Being thoroughly familiar with the assigned route of patrol. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, etc... Conditions that contribute to crime should be reported. The location of telephone and other emergency services should be noted.
 - b) Apprehending persons violating the law or wanted by the police.
 - c) Completing detailed reports on all crimes, vehicle accidents and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the office completes an investigation report.
 - d) Preserving any serious crime scene until the sergeant or investigator arrives.
 - e) Public assembly checks.
 - f) Building security checks.
 - g) Observing and interrogating suspicious persons.
 - h) Issuing traffic citations.
 - i) Being alert for and reporting fires.
 - j) Reporting street light and traffic signals out-of-order, street hazards and any conditions that endanger public safety.
 - k) Checking schools, parks and playgrounds.
 - l) Responding to any public emergency.
- Conducts a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collects evidence and records data which will aid in identification, apprehension and prosecution of offenders as well as the recovery of property.

- Alert to the development of conditions tending to cause crime or indicative of criminal activity. Takes preventive action to correct such conditions, and informs superiors as soon as the situation permits.
- Responds to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Renders First Aid, when qualified, to persons who are seriously ill or injured. Assist persons needing police services.
- Remains on assigned route throughout the tour of duty except when a police emergency necessitates a temporary absence or when the sergeant or senior police officer on duty or the dispatcher has issued authorization for a temporary absence.
- Patrols are giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, a patrol officer shall not patrol an area according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location least expected.
- Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convince of the public within the patrol; area.
- Concerning a patrol vehicle:
 - 13) See that it is well maintained mechanically and that it is kept clean both inside and out.
 - 14) Inspects the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately reports all defects and damage sustained to the proper authority and completes all reports and forms required by current procedures.
 - 15) Secures the vehicle whenever patrol care is left unattended for any reason.
 - 16) Uses only vehicles assigned by the sergeant or senior police officer on duty.
 - 17) Operates the radio according to FCC regulations and current departmental procedures.
 - 18) Ensures that the assigned vehicle's gas tank is full before completion of each tour of duty.
- Keeps radio equipment in operation at all times and remains thoroughly familiar with departmental policy concerning its use.
- Takes measures to direct the flow of traffic during periods of congestion.
- Notifies sergeant or senior officer on duty if more than a temporary absence from regular duties is required.
- *TRAFFIC PATROL*
 - Directs and expedites the flow of traffic at assigned intersections, preventing accidents, protecting pedestrians and ensuring the free flow of traffic.
 - Enforces the parking ordinances and motor vehicle laws in the patrol areas.
 - Alert to traffic safety conditions which may endanger or inconvenience the public and reports such conditions to the sergeant.
 - Responds immediately when called from a traffic post to render emergency police service. Notifies the sergeant at the earliest possible opportunity.
 - Wears the prescribed traffic clothing and equipment.

JOB STANDARDS:

A high school degree, two years college degree or equivalent (60 hours) or three years of work experience in police related field, valid Indiana Drivers license.

Work consists of complex, varied, non-standardized tasks, processes and operations following established laws and procedures. Incumbent must deal with such complex and unsure circumstances as responding to complaints.

II. SKILLS AND ABILITIES:

Some knowledge of the philosophy, objectives and practices of counseling. Particularly as related to juveniles; some knowledge of the fundamental principles of adolescent psychology; knowledge of police investigative techniques and techniques of identification; general rules of evidence and laws of search and seizure; ability to deal effectively with juveniles and adults; ability to analyze evidence; ability to question and interview skillfully; ability to organize and prepare clear and concise oral and written reports; skill in the use of firearms and police equipment; possession of physical ability and endurance; ability to establish effective working relationships with juveniles, parents, school officials, fellow workers and the public; physically fit.

III. PHYSICAL EFFORT AND WORK ENVIRONMENT

PHYSICAL ACTIVITY: The physical activity expected is climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, running, hearing, and repetitive motions.

PHYSICAL REQUIREMENTS: The physical requirements are identified as heavy work.

VISUAL ACTIVITY: The minimum visual that is required by the Police and Firefighters pension.

JOB LOCATION: The minimum working conditions require the employee to work outside with no effective protection from the weather, work both inside and outside, be exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour, is exposed to noise, vibration, hazards, oil, and atmospheric conditions in which one or more of the following can affect the respiratory system or skin: fumes, odors, dusts, mists, gases, or poor ventilation.

SAFETY EQUIPMENT: The employee is required to use/operate such safety items as firearms, body armor, shotgun, hand cuffs, pocket mask, flares, flash light, gloves, and barrier equipment.