

## NEW CANAAN POLICE DEPARTMENT

### JOB DESCRIPTION

### PATROL OFFICER

#### Purpose and Scope

This position is the basic component in the structure of the Patrol Section of the Police Department. The patrol officer may perform other functions as determined by the Chief of Police.

The employee shall be responsible for protecting the lives and property of the citizens of New Canaan; to enforce the laws of the state and town ordinances; and to serve the public in whatever way is necessary within the scope of their particular assignment.

The patrol officer is permitted considerable latitude for self-initiated activity within the framework of departmental policies and procedures. This position is under the direct supervision of a superior officer who will delegate, review and discuss assignments and performance as necessary.

#### Duties to include, but not limited to;

- . Upon appointment, successfully complete the basic MPTC Recruit Training Course and departmental Field Training Program.
- . Becoming oriented with the rules, general orders, policies, procedures, goals and objectives of the Police Department.
- . Actively patrolling, on foot or by patrol vehicle, assigned areas within the town and responsible/alert for;
  - \* Conducting preliminary and when appropriate, follow-up investigations.
  - \* The apprehension of criminals.
  - \* Crimes in progress, wanted persons, known criminals, missing persons and stolen vehicles.
  - \* Checking local businesses including; banks, retail shops, service stations and others.
  - \* Investigating traffic accidents and enforcing motor vehicle regulations.
  - \* Investigating domestic disputes, liquor and drug violations.
  - \* Providing emergency care for sick or injured people.
- . Making misdemeanor/felony arrests, processing and handling prisoners.
- . Preparing comprehensive departmental reports of work performed.
- . Testifying in court when required.
- . Counseling, conferring and assisting the general public individually or as a group.
- . In the absence of superior officers, experienced officers may be called upon to be in charge of a patrol shift and will perform those duties and command the authority and responsibility of the assignment.
- . Other work as may be assigned.

Desirable Knowledge, Skills and Abilities

- . The ability to handle any assignment by creating their own technique and innovations to accomplish the task within the police department's policies and procedures.
- . Experienced patrol officers will be expected to perform their duties with little supervision and display the competency required to assist new or lesser experienced officers within the department.
- . Ability to observe situations analytically and objectively.
- . Ability to deal effectively, courteously, tactfully and impartially with peers, superiors and the general public.
- . Willingness to use/learn computers.
- . Ability to think and act decisively in emergencies.
- . Effective oral and written communication skills.
- . Ability to understand and carry out oral and written instructions.
- . Ability to develop skills in the use of firearms and the operation of motor vehicles.
- . Planning and organizational skills.
- . Ability for physical endurance and agility.
- . Sets a high example of organizational integrity, professionalism and leadership.

Education and Special Requirements

Graduation from a High School and be of good moral character and reputation. Officers must be at least 21 years of age and possess, at the time of appointment, a valid motor vehicle operators license.