

 <p><b>Guilford, Connecticut</b> <b>Police Department</b> <b>Duty Manual</b></p>	<b>Number:</b> 03.15	<b>Pages:</b> 8
	<b>Effective Date:</b> 7/25/2025	
	<b>Review:</b> Annually	
	<b>Approving Authority:</b> Chief	
	<b>Chapter 3:</b> Department Structure	
	<b>Subject:</b> Police Officer (Patrol)	

### 03.15 Police Officer (Patrol)

#### General Duties and Responsibilities

Under the general supervision of the Field Services Division Commander, and the direct supervision of the shift supervisor, the Patrol Officer shall provide a wide scope of police services to the Town of Guilford for the purpose of preventing and detecting crime, preserving the public peace, protecting life and property, securing inspection of commercial establishments and vacant buildings, investigating crimes, motor vehicle violations, parking violations, crashes and suspicious activities. Under regular supervision, performs basic law enforcement services in accordance with the mission, goals and objectives of the Guilford Police Department in compliance with governing federal, state, and local laws. The Patrol Officer shall compile and complete necessary crime and incident reports, aid other divisions or units as may be required and render miscellaneous police, field and support services as directed by the Chief of Police.

#### Essential Job Functions

The responsibilities of personnel assigned to the Patrol Unit shall be to:

- Patrol the Town of Guilford and observe conditions which may foster a criminal environment or hazards which may threaten the peace and welfare of the community.
- Respond to crashes, fires, catastrophes, medical emergencies, or any incidents that attract a spontaneous gathering of citizens, and maintain order and control.
- Maintain frequent and conspicuous patrol to deter crime and ensure the security of persons and property in the patrol unit's area of responsibility. In addition, members shall render miscellaneous police patrol services such as aiding sick, lost or injured persons; discovering and reporting fires and fire hazards, leaking water and gas mains, sidewalk and highway defects, defective street lights, obstructions in the highway; traffic signs that are obstructed or missing; and checking licenses and permits.
- Obtain and record all necessary and required data relative to each crime or incident coming to their attention.
- Familiarize themselves thoroughly with their area of assignment.
- Familiarize themselves with the identity of criminally prone persons in their assigned area.
- Make note of all licensed establishments of any nature, including garages, which

- are located in their area, and become familiar with all business conducted therein.
- Report all unlicensed places or persons required by law to have a license and all cases where provisions or limitations of a license are violated.
  - Report for duty and be present at the time specified by competent authority; be properly equipped with regulation equipment in proper condition; acquaint themselves before going on duty with the current information published or posted on Department bulletin boards, including descriptions of wanted persons and lists of stolen or wanted vehicles.
  - Patrol their assigned area constantly during their tour of duty. While on patrol, they shall vary their route of patrol so as to discourage persons from establishing the knowledge of their patrol pattern.
  - Notify or cause to be notified the shift supervisor when they require relief from duty because of sickness or injury, if they are able to do so, and shall properly be relieved of their duty.
  - They shall, if assigned to be the operator of a patrol car, be constantly alert to all calls from the dispatcher and shall complete assignments as quickly as possible, giving the dispatcher all the necessary information concerning their actions on the assignment. They shall, upon failing to hear a call within thirty minutes, contact headquarters for verification of the radio system.
  - Be assigned the responsibility of carrying out traffic functions and shall investigate crashes, control parking, regulate traffic flow, and provide school traffic safety when assigned. In addition, they shall institute legal proceedings to prosecute all offenders of traffic laws and ordinances and make recommendations to the court for disposition of such violations when requested.
  - Be responsible for receiving, filing, serving, and returning the warrant to court. Tasks associated with these functions shall consist of proper recording of all warrants received from the court, recording and assuring attempts to serve each warrant.
  - Ascertain that all radios assigned to her/him are tested and in working order at the beginning of their tour of duty.
  - Be guided in all cases by the appropriate provisions of this manual and the standard operating procedures established by the Department.
  - Perform other duties as prescribed by the Chief of Police or his designee.

### **Arrest and Detain Persons**

- Advise persons of Constitutional (Miranda) rights.
- Apprehend and place juvenile offenders in custody.
- Arrest persons without a warrant when applicable.
- Complete necessary forms and affidavits to obtain arrest warrants.
- Obtain arrest warrant and/or make proper return.
- Plan and organize service of arrest warrant.
- Request verification of warrants before execution.
- Execute arrest warrants.
- Arrest persons with a warrant.
- Exercise discretion (choice) in selecting appropriate police action.
- Fingerprint suspects or prisoners taken into custody.
- Observe persons in custody to determine whether they are intoxicated or in medical distress, mentally ill, cognitively disabled, etc. in an effort to provide appropriate services and/or care when applicable.
- Examine physical condition/appearance of prisoners and/or persons in custody to assess need for medical attention.

- Take mentally ill persons into custody for their own protection and that of others when applicable.
- Contact mental health resources (program, facility, etc.) to obtain help for disturbed person.
- Book persons in custody by completing arrest and related forms.
- Check individual making bail for outstanding warrants.
- Confer with prosecutor regarding or to obtain warrant authorization from judge.

### **Protect Crime Scene and Collect Evidence and Information**

- Secure crime scene (i.e. establish security perimeter, etc.).
- Analyze crime scene to determine need for specialist processing.
- Collect evidence and property from crime scene.
- Fill out forms to document chain of custody of evidence.
- Examine evidence from crime scene to determine relevance.
- Use drug test kit to test evidence.
- Package (bag and tag) evidence.
- Initial/mark/label evidence.
- Initial/mark/label recovered property.

### **Enforce DWI/Traffic Laws/Traffic Crashes**

- Administer field sobriety tests.
- Arrest DUI or DWI suspects.
- Complete DUI or DWI arrest reports.
- Seize operator's license from motorist when applicable.
- Inspect vehicles involved in crashes to assess damage, cause, etc.
- Search for and collect physical evidence at crash scene.
- Control spectator access at scene of police incident.
- Investigate crash to determine causes or factors contributing to a crash.
- Collect facts of crash to determine charges.
- Issue citation for violation in a traffic crash.
- Determine point or area(s) of impact or point or area(s) of occurrence.
- Hand sketch diagram of traffic crash.
- Direct traffic at scene of crash investigation.
- Follow agency procedures or state statutes to impound and inventory vehicles.
- Identify and interview owners and others involved in traffic crash.
- Locate and interview witnesses to traffic crashes.
- Use measuring device to measure traffic crash scene (e.g. skid marks, etc.).
- Assess need for and organize emergency assistance for traffic crash (e.g. wrecker, ambulance, sand truck, etc.).
- Take measurements at traffic crash scene (e.g., triangulation, baseline, etc.).
- Review/consider facts of case and State Motor Vehicle Code to select most appropriate charge and/or enforcement action.
- Make custodial traffic arrest.

## **Operate Patrol Vehicle**

- Operate patrol vehicle in a variety of roadway conditions to include on the road, off the road, in inclement weather, normal and reduced light and in traffic congestion.
- Engage in emergency response driving in a variety of roadway conditions.

## **Execute Motor Vehicle Stop**

- Execute stop of motor vehicle and approach and talk to operator and passengers.
- Observe operator's eyes, body movements, actions, etc. to evaluate his capability to operate vehicle.
- Activate emergency equipment and direct violator vehicle out of moving traffic to execute traffic stop.
- Watch occupants of stopped vehicles to identify unusual or suspicious actions.
- Execute felony motor vehicle stop.
- Stop vehicles to investigate, warn or arrest occupants.

## **Conduct Search and Seizure**

- Conduct full search of arrested persons.
- Conduct frisks or pat downs.
- Handcuff suspects or prisoners.
- Search automobiles when appropriate by law.
- Conduct warrantless search of premises or property in hot pursuit, with or without consent, incident to arrest, etc.
- Seize contraband, weapons and stolen property from suspects.

## **Use Physical Force to Control Persons**

- Restrain unruly or violent individuals. Remove from public areas and effect arrest if necessary.
- Break up fights.
- Use holds or devices to control or take suspect into custody.
- Subdue physically attacking persons.
- Use weaponless defense tactics.
- Subdue person resisting arrest.
- Utilize a level of physical force that is not only justified but reasonable, necessary and proportionate.

## **Use Deadly Force**

- Participate in firearms training.
- Carry authorized firearm when off duty.
- Clean and inspect weapon.
- Discharge firearm in low light conditions, e.g. at night, in darkened room, etc.
- Discharge firearm at a person when not only justified, but when that use of force is reasonable, necessary and proportionate.
- Discharge firearm from protective cover position.
- Draw weapon to protect self or third party.
- Detain person at gun point.

- Clear malfunction of various firearms.
- Reload firearms under combat conditions.
- Fire weapon in dark environment while using flashlight.
- Discharge long weapons, e.g. rifle, shotgun, etc.

### **Apply First Aid**

- Administer cardio-pulmonary resuscitation (CPR).
- Administer rescue breathing.
- Apply basic first aid and bleeding control.
- Help evacuate areas endangered by explosive or toxic gases, liquids, or other spilled materials.
- Place barricades on roadway to protect or secure area, vehicle, etc.
- Recognize signs of suicide risk in prisoner/arrested person.
- Talk with persons attempting to commit suicide to get them to stop their attempt.
- Use protective gear to prevent contact with infectious diseases, blood-borne pathogens, etc.
- Put on and take off emergency protective gear; e.g. breathing apparatus, gown, gloves, etc.
- Observe individual to recognize signs of mental illness.
- Take control of publicly intoxicated/disruptive person.

### **Conduct Initial Investigations of Various Crimes and Events**

- Interview complainants, witnesses, etc.
- Listen closely to interviewee, suspect, etc. to ensure full understanding of person's words.
- Conduct neighborhood canvas to collect crime-related information.
- Conduct intelligence activities, e.g. computer checks, backgrounds, on known or suspected offenders.
- Conduct field or scene one-on-one "show-up" with victim or witness to identify a suspect.
- Talk with law enforcement personnel to obtain or aid in investigations and to exchange information.
- Interrogate/interview suspects.
- Recognize and define elements of individual criminal charges.
- Conduct initial investigations of various criminal and non-criminal events.

### **Write and Read Reports and Other Documents**

- Write in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow up reports, etc.).
- Prepare arrest related paperwork.
- Write down sworn confessions or other sworn statements from suspects, victims, and witnesses.
- Describe/Summarize in written form the statements of witnesses and complainants.
- Read reports, legal papers, etc. to maintain knowledge of law enforcement work.
- Read court and legal papers to determine meaning and proper law enforcement response (e.g. protective orders, restraining orders, etc.).
- Read/review warrants and affidavits to ensure completeness and accuracy.
- Record in writing the circumstances related to issuance of traffic citation.

- Conduct legal research in state and local laws, etc., to determine proper charges or practice.
- Read and comprehend department policy and procedure and apply same to law enforcement practices.
- Fill out affidavits and reports to document citizen's complaint.
- Write field notes to record actions, interviews, etc.

### **Present Evidence and Testimony**

- Confer with prosecutor prior to testimony regarding case.
- Read/review case reports and notes to prepare for court testimony.
- Present evidence and testimony in legal and administrative proceedings (e.g. preliminary hearing, trial, grand jury, etc.).

### **Intervene in and Resolve Human Relations Problems/Conflicts**

- Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.
- Enforce restraining/protective order under Connecticut Domestic Violence Law/Model Policy.
- Use voice and words to calm a situation, send message, etc.
- Talk with families of juvenile suspects or defendants to advise, notify, counsel, etc.
- Control hostile groups (e.g. demonstrators, rioters, bar patrons, social gatherings, etc.).
- Speak confidently and use body language to project control, self assurance, etc.
- Maintain control of oneself.
- Maintain personal calm to prevent making situation worse.
- Offer alternatives to resolve conflict between disputants.
- Observe person's body language to assess attitude, intentions, etc.
- Use voice commands to project control and direct action.

### **Perform General Patrol Duties**

- Use flashlight, illuminated baton or hand signals to direct traffic.
- Look for and identify suspect vehicle by color and description.
- Observe moving vehicles to identify possible criminal activity,
- Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.
- Inspect patrol vehicle for weapons and contraband (e.g., before and after prisoner transport).
- Smell and investigate unusual odors.
- Monitor department radio communications to stay aware of police activity.
- Observe crowds at large gatherings (e.g., concerts, fairs, athletic events, strikes, etc.) to detect problems or illegal activity.
- Perform law enforcement duties in all weather and temperatures.
- Speak to hostile groups to quiet them.
- Transport prisoners.
- Describe persons to other officers (e.g., suspects, missing person).
- Prepare request for emergency evaluation of individual.
- Direct actions of law enforcement or public service personnel arriving to assist.
- Guard arrested persons inside and outside of detention facility.

- Respond to and control scene involving barricaded subject.
- Conduct field interview of suspicious person.
- Investigate suspicious vehicle.
- Maintain courteous relationship with citizens to foster positive relationship.
- Behave in a positive and fair manner to develop and maintain trust relationship with citizenry.
- Use police radio equipment to communicate.
- Search for person in darkened building or environment.
- Hold flashlight while performing various law enforcement duties

**EQUIPMENT USED TO PERFORM OR  
IN PERFORMANCE OF ESSENTIAL TASKS\***

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| • Automobile                       | • Alley light                         |
| • Body armor                       | • Radar unit                          |
| • Intoxilyzer                      | • Semi-automatic pistol               |
| • OC spray                         | • Shotgun                             |
| • Drug and narcotic I.D. field kit | • Rifle                               |
| • Collapsible baton                | • Spotlight                           |
| • Fire extinguisher                | • Stationary computer terminal/laptop |
| • Gas pump                         | • Police vehicle radio equipment      |
| • Personal Protective Equipment    | • Lights and sirens                   |
| • First aid kit                    | • Marking chalk                       |
| • Narcan kit                       | • Rubber gloves                       |
| • Road flares                      | • Tape measure                        |
| • Flashlight                       | • Barrier tape                        |
| • Flexicuffs                       | • Ballistic shield                    |
| • Handcuffs                        | • Ammunition magazine                 |
| • Portable Radio                   | • Weapon cleaning equipment           |
| • Manual traffic control device    | • Traffic vest                        |
| • Public address system            | • Mug shot camera                     |
| • Traffic cones                    | • Telephone                           |
| • License plate reader             | • Cell Phone                          |
| • Metal detector                   | • Riot Helmet                         |
| • Conducted Electrical Weapon      |                                       |

\*This equipment list is inclusive, but not exhaustive of all equipment that may be utilized by a police officer in the course of his/her normal duties.

**ENVIRONMENTS IN WHICH LAW ENFORCEMENT OFFICERS  
PERFORM ESSENTIAL TASKS**

**WEATHER:**

Heat	Hail	Sleet	Dust	Rain	Snow	Smoke	-60 to 130 degrees F	Fog
Wind	Ice	Humidity	Darkness	Pollen	Smog	Sun/Glare	Rapid Environmental Change	

**CAR:**

Air-borne Contaminants/Enclosed Space	Heater
Air Conditioning	Open Windows
Ventilation	Seat Belt
Equipment/Limited Mobility	Glare
Vision Reduced/Obscured	Visibility
Irritating Fumes/Toxic Fumes	Radar Emissions
Worn Out Vehicle/Shocks/Brakes	Noise Extremes
Rapid Environmental Change	Radio Frequency
Emissions	

**INSIDE POLICE FACILITY:**

Ventilation	Crowding	Heat/Cold	Light
Computer Monitors	Toxic fumes	Glare	Noise

**LOCATIONS WHERE ESSENTIAL SERVICES ARE PROVIDED  
INCLUDE THE FOLLOWING ENVIRONMENTAL CONDITIONS:**

Dust	Heat	Cold	Noxious Odors
Air-borne Pathogens	Noise	Drug Paraphernalia	Low/No Light/Dark
Fire	Human/Animal Waste	Exposed Wiring	Pollen
Unsafe Construction	Infectious Disease	Debris	Confined Spaces
Unsanitary Conditions	Crowded Conditions		