



Gloucester Police Department

September 12, 2018

JOB DESCRIPTION PATROL OFFICER

PATROL OFFICER

GENERAL SUMMARY:

Under the general supervision of a Patrol Lieutenant or Patrol Sergeant, the patrol officer shall perform preventive patrol and other law enforcement functions aimed at protecting life and property, preserving the peace, reducing opportunities for the commission of crimes, and identifying and apprehending offenders. The patrol officer shall provide emergency and non-emergency services, while creating and establishing a sense of security in the community.

ESSENTIAL FUNCTIONS:

1. Exercise authority consistent with the obligations imposed by the oath of office;
2. Respond to all calls for service, rendering first aid when applicable;
3. Effectively communicate with people by providing assistance, information and directions;
4. Arrest persons for violating the law or those wanted by other law enforcement agencies;
5. Seize, transport, photograph, and inventory evidence and property taken into custody;
6. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informers;
7. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons;
8. Issue traffic citations, enforce motor vehicle laws and parking ordinances;
9. Maintain weapons and equipment in a state of operational readiness;
10. Promptly serve or deliver warrants, summonses, subpoenas, and other official papers;
11. Coordinate efforts with other Department employees to ensure that teamwork leads to the successful attainment of department's goals and objectives, and;



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12. Perform other duties, as assigned by the Police Chief.

OTHER FUNCTIONS:

1. Be alert for conditions that endanger public safety;
2. Conduct a thorough investigation of all offenses and incidents;
3. Be thoroughly familiar with the assigned areas of patrol. Such familiarity includes knowledge of residents, business owners, roads, paths, etc;
4. Take measures to expedite the flow of vehicular traffic during periods of congestion;
5. Preserve crime scenes, in accordance with Department policy.
6. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions;
7. Testify in court in a professional and timely manner, when required;
8. Complete detailed reports on all crimes, arrests, vehicle collisions, and other incidents requiring police attention;
9. Maintain and operate assigned vehicle in accordance with Department policy;
10. Investigate private security alarms and suspicious persons to ensure the safety of residents and business owners;
11. Check public assemblies, residences, businesses, and recreational areas;
12. Communicate effectively over law enforcement radio channels when initiating and responding to radio communications, and while operating a vehicle;
13. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree;
14. Conduct visual and audio surveillance for extended periods of time, when necessary;



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15. Operate law enforcement support equipment, such as: telephones, typewriters, computers, console radios, mobile radios, portable radios, audible-warning systems, emergency lighting systems, cameras, etc.

JOB REQUIREMENTS:

Education/Experience: Must possess at least 60 college credits from an accredited institution recognized by the US Department of Education preferably in Criminal Justice or Law Enforcement. Three (3) years continuous full-time police, law enforcement, or corrections experience or, three (3) years continuous active U.S. military duty or five (5) years continuous U.S. military reserve service, may be substituted for the educational requirement.

Must successfully pass and complete the RI Municipal Police Training Academy and receive POST certification.

Must possess an active operator's license.

WORKING CONDITIONS:

Be available at all times by telephone and radio during normal working hours and available for callback, when needed.

PHYSICAL REOUREMENTS:

This position requires a Patrol Officer to perform all functions contained in this job description. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements necessary to accomplish the essential functions.

SALARY RANGE:

Union position stipulated by contractual agreement between the International Brotherhood of Police Officers, Glocester #638 and the Town of Glocester.

Revised September 2018