



Newport Police Department
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JOB DESCRIPTION POLICE OFFICER

(Full time and part time)

A. SUMMARY

A Police Officer shall be responsible for the efficient performance of required duties in conformance with the rules, regulations, and policies contained in the Manual.

Duties shall consist of, but are not necessarily limited to, a number of general police responsibilities necessary to the stability and safety of the community. A Police Officer shall be expected to:

1. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court procedures.
2. Enforce all federal, state and local laws within departmental jurisdiction.
3. Reduce the opportunities for the commission of crime through preventive patrol and other measures.
4. All individuals who are in danger of physical harm, and protect life and property.
5. Facilitate the movement of vehicular and pedestrian traffic.
6. Identify problems that are potentially serious law enforcement or governmental problems.
7. Create and maintain a feeling of security in the community.
8. Promote and preserve the peace.
9. Provide other services on an emergency basis.
10. Be thoroughly familiar with all laws and ordinances, departmental rules and regulations, policies and procedures.
11. Promote and work to improve good community relations.

B. GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of a Police Officer to:

1. Exercise authority consistent with the obligations imposed by oath of office and be accountable to superior officers. Promptly obey legitimate orders.
2. Coordinate efforts with those of other members of the Department so that teamwork may ensure continuity of purpose and maximum achievement of police objectives.
3. Communicate to supervisors and to fellow officers all information obtained which is pertinent to the achievement of police objectives.
4. Respond punctually to all assignments.
5. Make arrests when required. Restrain and transport prisoners as dictated by Department directives.
6. Be alert for wanted or suspicious persons and intelligence information.
7. Prepare and submit reports as required by Department directives.
8. Keep physically fit and alert.
9. Perform desk and dispatcher duties when so assigned.
10. Acquire and record information concerning events and activities that have taken place since the last tour of duty.
11. Record activity during tour of duty in the manner prescribed by proper authority.
12. Maintain weapons and equipment in a functional, presentable condition and report faulty, damaged or lost equipment.
13. Assist citizens requesting assistance or information. Courteously explain any instance where jurisdiction does not lie with the Police Department and suggest other procedures to be followed.

14. Be accountable for the securing, receipting, proper transporting and delivery of all evidence and property coming into custody.
15. 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.
16. Preserve the peace at public gatherings, neighborhood disputes and family quarrels.
17. Serve or deliver warrants, summonses, subpoenas and other official papers pertaining to departmental cases, promptly and accurately when so directed.
18. Confer with court prosecutors and testify in Court.
19. Accomplish other general duties as they are assigned or become necessary.
20. Accomplish duties of Foot Patrolman, as necessary.
 - a. It shall be the responsibility of the Officer in Charge to notify the on-call Officer and Chief whether on or off duty, in any of the following circumstances that occur within our immediate jurisdiction:
 1. When a child under fourteen years of age has been reported missing and has not returned or been found during the course of initial investigation.
 2. In the event of the commission of a kidnapping.
 3. In all apparent homicides and questionable deaths, immediate notification of the Chief will be required. In definite suicides, accidental deaths and untimely deaths, notification of the Chief is to be made as soon as practicable.
 4. In the event of an armed robbery.
 5. When any serious incident occurs, such as an airplane crash, accident involving a fatality, major fire, or bomb threat.
 6. When a member or employee of the Department is involved in any confrontation resulting in his/her discharge of firearms.
 7. When any member or employee of the Department is seriously injured or killed while either on or off duty.
 8. When the Civil Preparedness alarm indicates a disaster or flood call.
 9. Any serious accident involving a department vehicle or other property being used in department capacity.
 10. Whenever a command officer or supervisor feels that the expertise of the Chief, if required to remedy a situation.
 - b. In the event of number 6, 7 and 9 occurring outside of our immediate jurisdiction, the on-call Officer in Charge and Chief shall be notified.

C. SPECIFIC DUTIES AND RESPONSIBILITIES – PREVENTIVE PATROL

1. Patrol an assigned area for general purposes of crime prevention and law enforcement.
Patrol includes
 - a. Being thoroughly familiar with the assigned patrol area. Such familiarity includes knowledge of residents, merchants, business, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported. The location of fire boxes, telephones and other emergency services should be noted.
 - b. Apprehending persons violating the laws or wanted by the Police.
 - c. Completing detailed reports on all major crimes and reportable motor vehicle accidents. 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 officer adds this to the initial report.
 - d. Preserving any crime scene until a superior officer or detective arrives when such crime scene is encountered or when dispatched to the scene as the first responding officer.
 - e. Public assembly checks.
 - f. Building security checks.
 - g. Observing and ascertaining identity of suspicious persons.
 - h. Issuing traffic citations.
 - i. Being alert for and reporting fires.
 - j. Reporting street lights and traffic signal out of order, street hazards and any conditions that endanger public safety, damaged or missing signs.
 - k. Checking of schools, parks and playgrounds.
 - l. Responding to any public emergency.

2. Conduct a thorough investigation of all offenses and incidents within the area of assignment Scope of activity. Collect evidence and record data which will aid to identification, apprehension and prosecution of offenders, as well as the recovery of property. Conduct follow-up investigation when appropriate.
3. Be alert to the development of conditions tending to cause crime or indicative of criminal activity. Take preventive action to correct such conditions, and inform superiors as soon as the situation permits.
4. Respond to situations brought to the officer's attention while in the course of routine patrol or when assigned. Render first aid, when qualified, to persons who are seriously ill or injured. Assist persons needing emergency services.
5. Patrol areas giving particular attention to and frequently re-checking locations where the crime hazard is great. In so far as possible, a patrolman 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.
6. Be alert for all nuisance, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public.
7. When assigned to operate a motor vehicle:
 - a. See that it is well maintained and that it is kept clean both inside and out.
 - b. Inspect the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately report all defects and damage sustained to the vehicle to the Officer in Charge.
 - c. Remove the keys and lock the doors whenever the patrol car is left unattended, when practical.
 - d. Use the call number assigned to the officer to contact Headquarters.
 - e. Operate the radio in line with FCC regulations and current department procedures.
 - f. Ensure that the assigned vehicle's gas tank is full prior to completion of each day shift or when ½ tank remains on given shift.
 - g. Notify the Officer in Charge if more than a temporary absence from regular duties is required.
 - h. Make periodic reports to the Station House.

D. SPECIFIC DUTIES AND RESPONSIBILITIES- TRAFFIC PATROL

1. Direct and expedite the flow of traffic at accident scenes and assigned intersections keeping in mind the duty as traffic officer in preventing accidents, protecting pedestrians and ensuring the free flow of traffic.
2. Enforce the parking ordinances and motor vehicle laws in the patrol areas.
3. Be alert for traffic safety conditions which may endanger or inconvenience the public and report such conditions to the Dispatcher.
4. Respond immediately when call from a traffic post to render emergency police service. Notify the Station at the earliest possible opportunity.
5. Perform any other duties assigned by proper authority.

E. SPECIFIC DUTIES AND RESPONSIBILITIES OF FOOT PATROLMAN

1. Reports directly to the Officer in Charge.
2. Responsible for the examination of doors and windows of commercial and industrial establishments and house checks.
3. Responsible for the security check of doors and windows to be conducted via foot patrol in the following areas, Main Street, Causeway, City Dock and Waterfront, Mall area including Gardner Park as well as East Main Street.
4. Responsible for physically patrolling all licensed establishments in the above-mentioned areas. These checks are to be done on a nightly basis.
5. The shift scheduling may be changed at the direction of the Chief, depending upon the other shift's work load and available manpower.
6. Fall into same category for job description as a regular police officer.