



## Job Description

### Town of Westerly

Job Title:	Patrol Officer							
FLSA:	Exempt		Non-Exempt	X	Union Status:	Union	X	Non-Union
Supervision Received:	Assigned Shift Sup.		Supervision Exercised:		None			
Last Revision:	12/2017							

#### **General Summary:**

Under the general supervision of the Shift Supervisor, 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 in emergency situations.
3. Aid citizens requesting assistance or information.
4. Arrest persons for violating the law or those wanted by other law enforcement agencies.
5. Reduce the opportunities for the commission of crimes through preventive patrol and other measures.
6. Responsible for patrolling an assigned area to provide for quick response to calls for service, facilitate observations of criminal activity or conditions conducive to criminality, and for the gathering of intelligence information.
7. Issue traffic citations, enforce motor vehicle laws and parking ordinances.
8. Seize, collect, preserve, transport, photograph, and inventory evidence and property taken into custody.
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 employees to ensure that teamwork leads to the successful attainment of police short- and long-term goals and objectives.
12. Maintain certification with assigned equipment.
13. Perform dispatching duties when so assigned.
14. Perform such other duties, as may be assigned by the Police Chief.

#### **Other Functions:**

1. Be alert for conditions that endanger public safety and report such conditions to the proper

authorities.

2. Conduct a thorough investigation of all offenses and incidents.
3. Be thoroughly familiar with the assigned areas of patrol and the service needs of their assigned area. Such familiarity includes knowledge of businesses, residences roads, paths, etc.
4. Remain in assigned beats throughout the shift, except when a police emergency necessitates a temporary absence or when a Shift Supervisor or Dispatcher has issued authorization for a temporary absence.
5. Take measures to expedite the flow of vehicular traffic during periods of congestion.
6. Preserve crime scenes, in accordance with departmental policy.
7. Responsible for providing counseling, referral and follow-up services involving criminal cases.
8. Testify in court in a professional and timely manner, when required.
9. Promptly complete detailed reports on all crimes, arrests, vehicle collisions, and other incidents requiring police attention.
10. Maintain and operate department vehicles in accordance with department policy. Inspect the vehicle at the beginning of the tour of duty for any defects or missing equipment. Report any deficiencies and follow department protocol on service of patrol vehicles.
11. Investigate alarms and suspicious persons to ensure the safety of residents and business owners.
12. Check public assemblies, residences, businesses, school, and recreational areas.
13. Keep radio equipment in a state of operational readiness.
14. Keep informed of any changes to local, state, and federal law, and familiarity with all departmental policies and procedures.

**Education & Experience:**

Education & Experience

Earned at least 60 college credits from an accredited college or university OR have two years of honorable active duty in any of the armed forces OR have two years of prior full-time municipal or state law enforcement experience.

Citizenship:

All applicants shall be a citizen of the United States.

Age:

All applicants shall be at least 21 years of age.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

**Licenses & Certifications:**

Possess a valid driver's license.

**Special Requirements:**

This position requires the following:

- Successfully pass a background check.

**Working Conditions & Environment :**

<i>Physical Activities</i>	<i>Amount of Time</i>			
	<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Stand		x		
Walk		x		
Sit			X	
Use hands to finger, handle, or touch			X	
Reach above shoulders		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				x
Taste or smell	X			
Driving (including valid driver's license)				X

<i>Lifting Requirements</i>	<i>Amount of Time</i>			
	<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Up to 10 pounds		x		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	x			
<i>Noise Level in the Environment</i>				
	Very quiet		Quiet	
x	Moderate Noise	X	Loud Noise	
	Very Loud Noise			

<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Work near moving mechanical parts				X	
Work in high places		X			
Risk of electrical shock		X			
Risk of radiation		X			
Work in extreme weather conditions		X			
Exposure to blood or other body fluids			X		
Exposure to hazardous chemicals			X		
<i>Special Vision Requirements</i>					
x	Close vision	x	Distance vision		
	Color vision	x	Peripheral vision		
x	Depth perception	x	Ability to adjust focus		

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.*