

<b>LEBANON TOWNSHIP POLICE DEPARTMENT</b>			
VOLUME: 02	CHAPTER: 05	# OF PAGES: 09	
<b>SUBJECT: Patrol Officer Responsibilities</b>			
<b>EFFECTIVE DATE:</b> August 7, 2023	<b>ACCREDITATION STANDARDS:</b>	<b>REVISION DATE</b>	<b>PAGE #</b>
<b>BY THE ORDER OF:</b> Jason J. Cronce Chief of Police		May 30, 2020, August 7, 2023	Reviewed
<b>SUPERSEDES ORDER #:</b>			

**Introduction:**

The overall vision of the Lebanon Township Police Department has been established by the Lebanon Township Council, specific direction has been given to the departments administration, however it is the officer on the street that will play the major role in its implementation, therefore it is extremely important that each officer comply with the following position description.

**I. Patrol Officer, Authority and Responsibility**

A. **Image**

1. The effectiveness of a law enforcement agency is determined by the public cooperation and the support it receives. If a department gain and maintain the confidence of the citizens of its community, its effectiveness is curtailed and its integrity and ability is questioned. Public trust and support can be obtained when the citizens are confident that the police will not overstep the safeguards to individual liberty and when the individual and members of the department demonstrate that they are interested in and actively engaged in promoting the public peace and welfare.
2. The law enforcement agency must be able to project to the citizens of community its ability and willingness to serve with integrity and effectiveness. Although this is a departmental effort, the individual officer plays the more significant part. For it is through a citizen's personal experience with a police officer that acceptance of a law enforcement agency cannot be decreed by status - **IT MUST BE EARNED.**

3. People judge a police officer on the basis of what he/she is, not what he says he is.

**B. Projecting the Proper Image and Avoiding Formed Opinions**

1. Make a good appearance. Walk erect and approach in a businesslike manner.
2. Be courteous, positive and firm in your statements. Ignore verbal attempts to irritate you. If the subject is argumentative, step away and ask only those questions that are necessary to complete the performance of duty.
3. Help the violator to return to the roadway, if the traffic conditions warrant such assistance.
4. Courtesy and control of personal feelings denotes strength. Rudeness, name calling and sarcasm reflects personal weaknesses.
5. Be patient and listen to his story. It takes little effort to be courteous. Treat the citizen in the same manner in which you would like to be treated.
6. Do not become involved in a backyard dispute. You are the referee attempting to restore order. Should the situation appear to be resulting in a breach of the peace, inform the parties that you will take action if a disturbance occurs.
7. If the call is not a police matter, tell the citizen that your authority is limited and does not extend to such matters. Refer the complainant to an appropriate agency and inform him of the action he can take. Show you are interested by taking time out to explain any procedures he may have to follow.
8. In the majority of these instances, the complainant is seeking some advice, a referee or the elimination of an irritating situation. It is your job to be of assistance and not to ridicule or belittle the citizen for calling the police.
9. Obtain assistance before attempting an arrest. Manpower is a great deterrent to resistance.
10. Formulate a plan of action.
11. Be direct and positive in your approach.
12. Attempt to talk the person into submitting, peacefully.
13. Refrain from resorting to vulgarity or profanity.
14. Do not use EXCESSIVE physical force.

15. Refrain from expressing private views or opinions.
16. Enforce the law impartially.
17. Do not engage in acts of brutality. The professional officer is aware that tense situations can be aggravated by an officer who abuses his authority, or acts impulsively.
18. Remain calm and controlled in the face of verbal abuse, but take effective measures to protect yourself from physical danger.

## **II. General Duties**

### **A. Investigate:**

1. Crimes
2. Disorderly and petty disorderly offenses
3. Lebanon Township Ordinance Violations
4. Traffic Accidents
5. Non-Criminal Complaints
6. Dog or Animal Complaints
7. General Complaints

### **B. Report:**

1. Road Conditions or Hazardous Conditions
2. Street Lights Out
3. Dead or Sick Animals
4. Animals Struck by Motor Vehicles
5. Damaged Road Signs
6. Lost or Found Items

### **C. Enforce the Law:**

1. State Criminal Code, Title 2C
2. Lebanon Township Ordinance
3. State Traffic Laws, Title 39
4. Fish and Game

### **D. Assist:**

1. The public with direction or information
2. Disabled motorists
3. Other police agencies
4. Official Boards or Committees of the Lebanon Township
5. Direction of traffic

- E. Complete Patrol of Lebanon Township
- F. Answer All Assigned Calls:
  - 1. Fire Alarms
  - 2. Burglar Alarms
  - 3. First Aid Calls
- G. Escorts:
  - 1. Funeral
  - 2. General (Stranded Motorists, etc.)
  - 3. Bank Escorts from or to Lebanon Township Hall (only)
- H. Man School Crossing Guard Posts
- I. Checks:
  - 1. Vacant Houses
  - 2. Businesses
  - 3. Banks and Lebanon Township Buildings
  - 4. Special Check Running Cards
- J. Operate Radar
- K. Check Patrol Vehicles
  - 1. Lights
  - 2. Tires
  - 3. Oil
  - 4. Gas
  - 5. General Conditions
- L. Cover Special Events
- M. Be proficient with the use of all Emergency Equipment.
- N. Transport Prisoners

### **III. Handling Assignments**

- A. Proceed to the scene promptly and safely.
- B. Render assistance to the injured.

- C. Effect the arrest of the criminal.
- D. Locate and Identify witnesses.
- E. Interview the complainant and the witnesses.
- F. Maintain the crime scene and protect the evidence.
- G. Note all conditions, events and remarks.
- H. Arrange for the collection of evidence.
- I. Report the incident fully and accurately.
- J. Yield the responsibility to the follow-up Detective.

**IV. Patrol Officer – Essential Functions**

- A. To adequately perform the responsibility of a police officer, the candidate must be able to perform the essential functions of the position.
  - 1. Walk, sometimes for long periods of time, in extreme weather conditions, in physically hazardous locations.
  - 2. Run, sometimes sprinting at a high rate of speed for a short distance, in extreme weather conditions, in physically hazardous locations.
  - 3. Ascent or descent stairs.
  - 4. Climb over, pull up over, and jump over obstacles.
  - 5. Jump down from elevated surfaces or areas.
  - 6. Climb or crawl through openings.
  - 7. Crawl under obstructions or in confined areas.
  - 8. Balance on uneven or narrow surfaces.
  - 9. Use body force to gain entrance or break through barriers.
  - 10. Push objects, vehicles, or persons.

11. Pull objects or persons.
12. Lift and carry objects or persons.
13. Drag objects or persons.
14. Sit or stand for extended periods of time.
15. Employ defensive tactics, using balance, leverage, concentration of power, and opponent's power.
16. Swim.
17. Operate a motor vehicle, during the day or at night, in emergency situations, at high rates of speed, on the open road or in congested traffic, in unsafe conditions caused by factors such as fog, smoke, rain, ice, or snow.
18. Detain individuals.
19. Stop suspicious individuals and vehicles.
20. Pursue fleeing suspects, in a vehicle or on foot.
21. Disarm persons.
22. Restrain or subdue resisting suspects.
23. Effectuate a full physical custody arrest, forcibly if necessary, using handcuffs and other restraints.
24. Conduct visual and audio surveillance.
25. Perform law enforcement patrol functions, on foot or in a vehicle.
26. Issue Summonses.
27. Direct traffic, sometimes for long periods of time, using hand signals, flares, barricades, etc.
28. Observe, record, recall and report incidents and information.

29. Operate radar equipment.
30. Administer field sobriety tests.
31. Operate a fire extinguisher.
32. Fingerprint, photograph and videotape individuals, objects and scenes.
33. Transport citizens, prisoners and committed mental patients, using handcuffs and other restraints, when appropriate.
34. Work rotating shifts and adapt to irregular working conditions.
35. Maintain mental alertness and readiness to act, even during periods of calm and inactivity.
36. Identify, collect, label and preserve evidence.
37. Secure the scene of a crime, emergency or disaster.
38. Stand guard at the scene of a crime, emergency or disaster to prevent damage, loss or injury.
39. Control crowds.
40. Secure and evacuate persons from particular areas, using either verbal commands or the appropriate degree of physical force.
41. Perform rescue and support functions at the scenes of accidents, emergencies and disasters.
42. Administer emergency first aid.
43. Physically check buildings, including doors and windows, to insure that they are secure.
44. Remediate hazardous conditions by direct action or through notification of the appropriate authority or agency.
45. Perform searches of people, vehicles, buildings and large outdoor areas, which may involve seeing, feeling and detecting objects, and walking for long periods of time.

46. Search for missing, wanted or lost persons and evidence.
47. Load, unload, aim and fire a handgun and shotgun in day and night conditions from a variety of body positions at the proficiency level required by qualification standards.
48. Process arrested persons, which includes examining documents, communicating verbally, and eliciting and recording information.
49. Understand and follow orders, policies and procedures.
50. Accept direction and function cooperatively as one-member of a unit.
51. Communicate effectively verbally and in writing, detailing incidents and activities of those involved.
52. Prepare written investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
53. Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as summonses, affidavits and warrants.
54. Communicate effectively and coherently over telephone, walkie-talkie or radio, initiating or responding to verbal communications.
55. Communicate effectively in court and in other formal settings.
56. Communicate effectively with people, including juveniles, by giving information and direction, by eliciting information, and by advising of rights, processes and procedures.
57. Communicate effectively with individuals in an agitated or distraught condition.
58. Integrate individual activities and goals with the efforts of other members of the law enforcement community for the promotion of common goals and objectives.
59. Mediate disputes and confrontations with hostile and potentially violent individuals.
60. Gather information by observation of behavior, visual inspection and oral communication; determine what information is significant; assess a situation based on that information; and exercise independent judgment to make decisions

concerning choice of action and equipment.

61. Perform a variety of tasks, involving different and sometimes contrasting skills in rapid succession during a short period of time.
62. Exercise independent judgement in determining when there is reasonable suspicion to detain, when probable cause exists to search and/or arrest, and when force may be used and to what degree.
63. Endure verbal, mental and physical abuse, including threats, taunts and insults to self, family and fellow officers.
64. Withstand exposure to and deal appropriately with stress involved in dealing with hostile views, opinions and behavior in antagonistic settings; with crime victims, accident victims, disaster victims and their families; with incidents of suicide and domestic violence.

**All police procedures heretofore employed by the Lebanon Township Police Department which conflict with this order are hereby rescinded. Supervisors shall be held accountable for the enforcement and application of this order. All members of the Lebanon Township Police Department are required to follow this order as applicable. Violations of this order subject members of this agency to disciplinary action.**