



Webster Police Department

57 Thompson Road
Webster, MA 01570

Phone: (508) 943-1212 Fax: (508) 949-3898



PATROLMAN

SUMMARY:

A patrolman assigned to the Operations Division shall be responsible for the efficient performance of all duties in conformance with the rules, regulations, policies, procedures and orders contained in all manuals issued by the department.

His/Her mission shall consist of but not necessarily limited to, the following general police responsibilities:

1. Identify criminal offenders and criminal activity and, where appropriate, to apprehend offenders and participate in subsequent court proceedings.
2. Reduce the opportunities for the commission of some crimes through prevention and directed patrols and crime prevention measures.
3. Aid individuals who are in danger of physical harm.
4. Protect constitutional guarantees.
5. Facilitate the movement of people and vehicles.
6. Assist those who cannot care for themselves.
7. Resolve conflict.
8. Identify problems that are potentially serious law enforcement or government problems.
9. Create and maintain a feeling of security in the community.
10. Promote and preserve civil order.
11. Provide other services on an emergency basis.

He/She shall be assigned to perform specific duties and responsibilities as required by the Chief of Police or his designee.

General Duties and Responsibilities:

1. Exercise authority consistent with the obligations imposed by his/her oath of office and be accountable to his/her superior officers, promptly obeying legitimate orders.

2. Coordinate his/her efforts with those of other members of the department so that their teamwork may insure continuity of purpose and maximum achievement of police objectives.
3. Communicate to his/her superiors and to co-workers all information he may obtain which is pertinent to the achievement objectives.
4. Be available for duty at all times in case of special needs or emergencies and respond punctually to all assignments.
5. Acquire and record information concerning events that have taken place since his/her last briefing and be continuously attentive to instructions.
6. By study and research, become familiar with advanced techniques and ideas designed to improve police performance.
7. Record all activity during his/her tour of duty in the manner prescribed to him by his superiors.
8. Devote the maximum possible time to the performance of his/her assigned duties.
9. Maintain firearms and equipment in a functional, presentable condition, promptly correcting defects and report any serious defects to his/her superior.
10. Make reports of crimes, accidents and other incidents in conformity with the procedures outlined in current directives for their accurate and complete preparation.
11. Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instance where jurisdiction does not lie with the police department and suggest other procedures to be followed.
12. Be accountable for the securing, receipting and proper transporting of all evidence and property coming into his/her custody.
13. Be alert to the development of conditions tending to cause crime, take preventive actions to correct such conditions and inform his/her superiors as soon as the situation permits.
14. Conduct a thorough investigation of all offenses and incidents within his/her area of assignment and scope of activity. He/she shall collect evidence and record data which will aid in identification, apprehension and prosecution of offenders and the recovery of property.

Specific Duties and Responsibilities:

1. PATROL

- a. Patrol assigned area in a one or two man radio car for general purpose of crime prevention and enforcement. Pay special attention to those public offenses and criminal activities, which are more likely to occur during one's tour of duty. Patrol includes: apprehending persons violating the law or wanted by the police; public assemble checks; building security checks; legal interrogation of suspicious adults and juveniles; issuing traffic citations; locating fires; reporting street lights and traffic signals out-of-order, street hazards and other safety problems; checks of schools, parks and playgrounds.
- b. Examine in the nighttime doors and windows of the business places in his/her assigned area of patrol to see that they are properly secured. If any door or window is found to be unsecured, he shall notify the station and take immediate measures to secure the property if it is apparent that the door or window was inadvertently left open by the owner. However, if it appears that the door or window was forced open to gain unlawful entry into the building, he/she shall immediately notify his superior officer of the situation and request additional assistance to search the premises.
- c. Become thoroughly familiar with his assigned route of patrol. This includes residents, merchants and institutions; roads, alleyways and paths; conditions that contribute to crime and resources for emergency or other assistances, such as the location of fire boxes and telephones.
- d. Remain on his/her assigned sector throughout a tour of duty except when a police emergency necessitates a temporary absence, or when a superior officer or dispatcher has issued such authorization.
- e. Patrol every part of his/her beat giving particular attention to and frequently rechecking locations where the crime hazard is great. IN so far as possible, he/she shall not patrol his/her area according to any fixed route or schedule, but shall alternate frequently and back track in order to be at the location least expected.
- f. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of all the public within his/her patrol area.

- g. Take measures to direct the flow of traffic in his/her area during periods of congestions.
- h. Keep portable radio equipment in operation at all times and be thoroughly familiar with departmental policy concerning use of radios.
- i. Be prepared to participate in special operations such as directed patrol, roadblocks, selective enforcement and other.

2. Service to Public

- a. Respond to situations brought to his/her attention while in the course of routine patrol or assigned by radio. Render first aid to persons who are seriously ill or injured; assist invalids, senile and lost persons. Or other persons needing police assistance.
- b. 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.
- c. Preserve the peace at public gatherings, neighborhood disputes and family fights.

3. Report Writing

- a. Complete detail crime reports on all reported public offenses crimes and 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 completes an investigation report and secures the property according to established departmental procedures.
- b. Take statements from witnesses, suspects and complaints at the scene of most serious offenses and traffic accidents.
- c. Complete brief complaint report on assignments where no offense has occurred or further police action is not required.
- d. When an officer is involved in a situation where there is unfavorable public reactions, or charges are made against a police officer, submit a report through command channels explaining the circumstances in detail.

4. Miscellaneous Activities

- a. When directed by a superior officer, serve or deliver warrants, summonses subpoenas and other official papers promptly and accurately.
- b. Guard prisoners who are receiving treatment at a hospital.
- c. When dispatched, leave assigned area to assist fellow officers on calls of a serious or dangerous nature.
- d. Confer with court prosecutor and when assigned testify in court.
- e. Accomplish other general duties and functions as they are assigned or become necessary.
- f. If assigned to operate a motor vehicle, see that it is well maintained mechanically and that it is kept clean both inside and out. Immediately report all defects and damages sustained to the Commanding Officer and complete all reports and forms required for such by current procedures. Have a valid Massachusetts operator's license. Use the call number assigned to the car to contact headquarters. Operate the radio in line with FCC regulations and current Departmental procedures. Whenever the car is left unattended or out a call notify the Dispatcher, when back in service, contact the Dispatcher informing them of such.
- g. Always drive the assigned vehicle with due regard for the safety of yourself and others. When on regular patrol, drive at a speed and in such a manner as will enable one to see any conditions in the assigned patrol area which may require police attention.
- h. Be prepared for inspection of uniform, equipment and general appearance.

5. When Responding to the Report of a Crime or Serious Incident

- a. Use the siren and flashing lights when it is necessary to do so to ease passage through traffic, provided their use does not defeat more important police purpose such as maintaining the element of surprise.
- b. When approaching the area of a crime scene, observe any weapons in the vicinity and registration numbers of vehicles leaving the area.

- c. Keep the Dispatchers and Office in Charge of the shift informed of all pertinent information relating to the crime scene or serious incident area until a superior officer arrives to take command.
- d. Consistent with responsibilities at the scene, and with orders received from superiors, resume regular patrol as soon as possible.