



# Seymour Police Department

## Policy and Procedure

### **PURPOSE:**

The purpose of this policy is to clearly establish the job functions of a Seymour Police Patrol Officer.

### **POLICY:**

It shall be the policy of the Seymour Police Department to establish a job description for the position of Police Patrol Officer. Each sworn officer is expected to be able to perform the job functions. Should an officer not be able to adequately perform the essential job functions of a Seymour Patrol Officer, it shall be grounds for disciplinary action up to termination.

### **DUTIES, RESPONSIBILITIES, AND ESSENTIAL JOB FUNCTIONS**

Under the general supervision of the Inspector, and the direct supervision of the shift supervisor, the Patrol Officer shall provide a wide scope of police services to the Town of Seymour for the purpose of preventing and detecting crime, preserving public peace, protecting life and property, securing inspection of commercial establishments and vacant buildings, investigating crimes, motor vehicle violations, parking violations, accidents and suspicious activities. Under regular supervision, performs basic law enforcement services in accordance with the mission, goals and objectives of the Seymour Police Department in compliance with governing federal, state and local laws. The Patrol Officer shall compile and complete necessary crime and incident reports, provide assistance to other divisions or units as may be required, and render miscellaneous police, field and support services as directed by the Chief of Police.

### **Essential Job Functions**

The responsibilities of personnel assigned to the Patrol Unit shall be to:

- Patrol the Town of Seymour and observe conditions that may foster a criminal environment or hazards that may threaten the peace and welfare of the community.
- Respond to accidents, fires, catastrophes, medical emergencies, or any incidents that attract a spontaneous gathering of citizens, and maintain order and control.
- Maintain frequent and conspicuous patrol to deter crime and ensure the security of persons and property in the patrol unit's area of responsibility.
- Obtain and record all necessary and required data relative to each crime or incident coming to their attention.
- Familiarize themselves thoroughly with their area of assignment.



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- Familiarize themselves with the identity of criminally prone persons in their assigned area.
- Report for duty and be present at the time specified by competent authority; be properly equipped with regulation equipment in proper condition; acquaint themselves, before going on duty, with the current information published or posted on Department bulletin boards, including descriptions of wanted persons and lists of stolen or wanted vehicles.
- Patrol their assigned area constantly during their tour of duty. While on patrol, they shall vary their route of patrol so as to discourage persons from establishing an understanding of their patrol pattern.
- Notify, or cause to be notified, the shift supervisor when they require relief from duty because of sickness or injury, if they are able to do so, and shall properly be relieved of their duty.
- Be constantly alert to all calls from the dispatcher and shall complete assignments as quickly as possible.
- Be assigned the responsibility of carrying out the traffic functions and shall investigate accidents, control parking, regulate traffic flow and provide school traffic safety when assigned. In addition, they shall enforce all traffic laws and ordinances.
- Perform the job of a police dispatcher if assigned.
- Investigate all assigned complaints and violations that are assigned to them.
- Perform other duties as prescribed by the Chief of Police or his designee.

### Arrest & Detain Persons

- Advise persons of Constitutional (Miranda) rights.
- Apprehend and place juvenile offenders in custody.
- Arrest persons with a warrant.
- Execute arrest warrants.
- Plan and organize service of arrest warrant.
- Complete necessary forms and affidavits to obtain arrest warrants.
- Request verification of warrants before execution.
- Obtain arrest warrant and/or make proper return.
- Exercise discretion (choice) in selecting appropriate police action.
- Fingerprint suspects or prisoners taken into custody.
- Observe persons in custody to determine whether they are intoxicated or in medical distress, mentally ill, retarded, etc.
- Take mentally deranged persons into custody for their own protection and that of others.



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- Contact mental health resource (program, facility, etc.) to obtain help for disturbed person.
- Book persons in custody by completing arrest and related forms.
- Check individual making bail for outstanding warrants.
- Examine physical condition/appearance of prisoners and/or persons in custody to assess need for medical attention.
- Confer with prosecutor regarding or to obtain warrant authorization from judge.

### **Protect Crime Scene and Collect Evidence and Information**

- Analyze crime scene to determine need for specialist processing.
- Collect evidence and property from crime scene.
- Fill out forms to document chain of custody of evidence.
- Examine evidence from crime scene to determine relevance.
- Use drug test kit to test evidence.
- Package (bag and tag) evidence.
- Initial/mark/label evidence.
- Initial/mark/label recovered property.

### **Enforce DWI/Traffic Laws/Traffic Accidents**

- Administer field sobriety tests.
- Arrest DUI or DWI suspects.
- Complete DUI or DWI arrest reports.
- Seize operator's license from motorist if blood-alcohol test is refused.
- Inspect vehicles involved in accidents to assess damage, cause, etc.
- Search for and collect physical evidence at accident scene.
- Control spectator access at scene of police incident
- Investigate accident to determine causes or factors contributing to an accident.
- Collect facts of accident to determine charges.
- Issue citation for violation in a traffic accident.
- Determine point or area(s) of impact or point or area(s) of occurrence.
- Hand sketch diagram of traffic accident.
- Direct traffic at scene of accident investigation.
- Follow agency procedures or state statutes to impound and inventory vehicles.
- Identify and interview owners and others involved in traffic accident.
- Locate and interview witnesses to traffic accidents.
- Use measuring device to measure traffic accident scene, e.g. Skid marks, etc.



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- Assess need for and organize emergency assistance for traffic accident (e.g. wrecker, ambulance, sand truck).
- Take measurements at traffic scene (e.g., triangulation, baseline, etc.).
- Review/consider facts of case and State Motor Vehicle Code to select most appropriate charge and/or enforcement action.
- Make custodial traffic arrest.

### Operate Patrol Vehicle

- Engage in high-speed response driving in congested area.
- Engage in high-speed response driving off road.
- Engage in high-speed pursuit driving on open road.
- Operate patrol vehicle in driving rain.
- Operate patrol vehicle on dirt/gravel-covered road.
- Operate vehicle on ice/snow-covered road.
- Operate patrol vehicle at night.

### Execute Motor Vehicle Stop

- Execute stop of motor vehicle and approach and talk to operator and passengers.
- Observe operator's eyes, body movements, actions, etc. to evaluate his capability to operate vehicle.
- Activate emergency equipment and direct violator vehicle out of moving traffic to execute traffic stop.
- Direct offending vehicle out of moving traffic to execute felony stop.
- Watch occupants of stopped vehicles to identify unusual or suspicious actions.
- Execute felony motor vehicle stop.
- Stop vehicles to investigate, warn or arrest occupants.

### Conduct Search and Seizure

- Conduct full search of arrested persons.
- Conduct frisk or pat down.
- Handcuff suspects or prisoners.
- Search automobile.



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- Search automobile incident to arrest.
- Conduct warrantless search of premises or property in hot pursuit, with or without consent, incident to arrest, etc.
- Seize contraband, weapons and stolen property from suspects.

### Use Physical Force to Control Persons

- Restrain, remove from public areas and/or arrest individuals determined to be unruly and/or violent.
- Break up fights.
- Use holds or devices to control or take suspects down.
- Subdue physically attacking persons.
- Use weaponless defense tactics.
- Subdue persons who are resisting arrest.

### Use Deadly Force

- Participate in firearms training.
- Carry authorized firearm when off-duty.
- Clean and inspect weapon.
- Discharge firearm in low-light conditions, e.g. at night, in darkened room, etc.
- Discharge firearm at person.
- Discharge firearm from protective cover position.
- Draw weapon to protect self or third party.
- Detain person at gunpoint.
- Clear malfunction of various firearms.
- Reload firearms under combat conditions.
- Fire weapon in dark environment while using a flashlight.
- Discharge shoulder weapons, e.g. rifle, shotgun, etc.

### Apply First Aid

- Administer cardio-pulmonary resuscitation (CPR).
- Administer mouth-to-mouth resuscitation.
- Apply basic first aid to control bleeding.



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- Apply basic first aid to treat for amputations.
- Apply basic first aid to treat for diabetic reaction.
- Apply basic first aid to treat for electric shock.
- Apply basic first aid to treat for gunshot wounds,
- Apply basic first aid to treat for heart attack.
- Apply basic first aid to treat for stabbing or puncture wounds.
- Apply basic first aid to treat for choking, e.g. Heimlich Maneuver.
- Help evacuate areas endangered by explosive or toxic gases, liquids, or other spilled materials.
- Place barricades on roadway to protect or secure area, vehicle, etc.
- Recognize signs of suicide risk in prisoner/arrested person.
- Talk with persons attempting to commit suicide to get them to delay or stop their attempt.
- Use protective gear to prevent contact with infectious diseases, blood-borne pathogens, etc.
- Observe individual to recognize signs of mental illness.
- Take control of publicly intoxicated/disruptive person.

### **Conduct Initial Investigations of Various Crimes and Events**

- Interview complainants, witnesses, etc.
- Listen closely to interviewee, suspect, etc. to ensure full understanding of person's words.
- Conduct neighborhood canvas to collect crime-related information.
- Conduct intelligence activities, e.g. computer checks, backgrounds, on known or suspected offenders.
- Conduct field or scene one-on-one "show-up" with victim or witness to identify a suspect.
- Talk with law enforcement personnel to obtain or provide assistance in investigations and to exchange information.
- Interrogate/interview suspects.
- Recognize and define elements of individual criminal charges.
- Conduct initial investigations of various criminal and non-criminal events.



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### **Write and Read Reports and Other Documents**

- Write in-depth narrative reports containing complete sentences and paragraphs, e.g. investigative reports, supplemental/follow-up reports.
- Prepare arrest related paperwork, e.g. Prosecutor's Report, Custody Form, Officer's Statement, etc.
- Write down sworn confessions or other sworn statements from suspects, victims and witnesses.
- Describe in written form the statements of witnesses and complainants.
- Summarize in writing the statements of witnesses and complainants.
- Read reports, legal papers, etc. to maintain knowledge of law enforcement work.
- Read court and legal papers to determine meaning and proper law enforcement response, e.g. domestic violence orders, restraining /protective orders, etc.
- Read/review warrants and affidavits to ensure completeness and accuracy.
- Record in writing the circumstances related to issuance of traffic citation.
- Conduct legal research in state and local laws, etc., to determine proper charges or practice.
- Read and comprehend department policy and procedure and apply same to law enforcement practices.
- Fill out affidavits and reports to document citizen's complaint.
- Write field notes to record actions, interviews, etc.

### **Present Evidence and Testimony**

- Confer with prosecutor prior to testimony regarding case.
- Read/review case reports and notes to prepare for court testimony.
- Present evidence and testimony in legal and administrative proceedings, e.g. preliminary hearing, trial, grand jury, etc.

### **Intervene in and Resolve Human Relations Problems and Conflicts**

- Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.



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- Enforce restraining/protective order under Connecticut Domestic Violence Law.
- Use voice and words to calm a situation, send message, etc.
- Talk with families of juvenile suspects or defendants to advise, notify, counsel, etc.
- Control hostile groups (e.g. demonstrators, rioters, bar patrons or social gatherings).
- Speak confidently to project control, self-assurance, etc.
- Maintain self-control.
- Maintain personal calm to prevent making situation worse.
- Offer alternatives to resolve conflict between disputants.
- Use body language to project control and influence situation.
- Observe person's body language to assess attitude, intentions, etc.
- Use voice commands to project control and direct action.

### **Perform General Patrol Duties**

- Use flashlight, illuminated baton or hand signals to direct traffic.
- Look for and identify suspect vehicle by color and description.
- Observe moving vehicles to identify possible criminal activity.
- Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.
- Inspect patrol vehicle for weapons and contraband (e.g. before and after prisoner transport).
- Smell and investigate unusual odors.
- Monitor department radio communications to stay aware of police activity.
- Observe crowds at large gatherings (e.g. concerts, fairs, athletic events, strikes) to detect problems or illegal activity.
- Perform law enforcement duties in all weather and temperatures.
- Speak to hostile groups to quiet them.
- Transport prisoners.
- Describe persons to other officers (e.g. suspects, missing person).
- Prepare request for emergency evaluation of individual.
- Direct actions of law enforcement or public service personnel arriving to assist.
- Guard arrested persons outside of detention facility.
- Respond to and control scene involving barricaded subject.
- Conduct field interview of suspicious person.
- Investigate suspicious vehicle.



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- Maintain courteous relationship with citizens to foster positive relationship.
- Behave in a positive and fair manner to develop and maintain trust relationship with citizenry.
- Use police radio equipment to communicate.
- Search for person in darkened building or environment.
- Hold flashlight while performing various law enforcement duties.

### **Equipment used to perform or in the performance of essential tasks**

1. Automobile
2. Body Armor (hidden vest, exterior vest)
3. Breathalyzer/intoximeter
4. Business directory
5. Pepper spray
6. Car door lock opening device
7. Drug and Narcotic I.D. field kit
8. Expandable baton (ASP)
9. Fire extinguisher agents
10. Gas pump
11. Blood-borne pathogen protection equipment
12. First aid kit
13. Road flares
14. Flashlight
15. Flexi-cuffs
16. Handcuffs
17. Hand-held police radio (Portables)
18. Manual traffic control device
19. Public address system
20. Traffic cones
21. Alley light
22. Radar unit
23. Semi-automatic pistol (Sig Sauer)
24. Shotgun
25. Police Rifle
26. Spotlight
27. Stationary computer terminal/laptop computer
28. Police vehicle radio equipment



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29. Typewriter
30. Suspect I.D. camera
31. Print roller/Automated fingerprint system
32. Lights and siren
33. Marking chalk
34. Rubber gloves
35. Tape measure
36. Barrier tape
37. Ballistics body armor
38. Ammunition/magazine/clip
39. Weapon cleaning equipment
40. Fluorescent vest
41. Mug Shot Camera
42. Telephone equipment
43. Riot helmet
44. Taser
45. Thermal Imager
46. Night vision equipment

This policy shall be in effect September 26, 2022.

Chief John Bucherati

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