

ROCKPORT POLICE DEPARTMENT
JOB DESCRIPTION
PATROL OFFICER

A. SUMMARY

A Patrol Officer shall be responsible for the efficient performance of all required duties in conformance with the rules, regulations, policies and procedures contained in this Rockport Police Department 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 Patrol Officer shall be expected to:

1. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.

RULE: Attention to Duty – All officers shall at all times be alert and vigilant in the performance of their duties and respond prudently but decisively when police action is required. Recreational reading will not be permitted while on duty.

2. Reduce the opportunities for the commission of crime through preventive patrol, arrests, summons and other measures.

RULE: Devotion to Duty – All officers, while on duty, shall devote their full time and attention to the service of the Department and to the citizens of the community. They shall remain awake and alert at all times while on duty.

3. Aid individuals who are in danger of physical harm.
4. Facilitate the movement of vehicular and pedestrian traffic.
5. Identify problems that are potentially serious law enforcement or governmental problems.
6. Create and maintain a feeling of security in the community.
7. Promote and preserve the peace.

RULE: Neglect of Duty – Being absent from assigned duty without leave; leaving post or assignment without being properly relieved; failing to take suitable and appropriate police action when any crime, public disorder or other incident requires police attention or service.

8. Provide other services on an emergency basis.

B. GENERAL DUTIES AND RESPONSIBILITIES

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

1. Exercise authority consistent with the obligations imposed by the Oath of Office and be accountable to Superior Officers. Promptly obey all lawful orders.

RULE: Insubordination – Failure or deliberate refusal to obey a lawful order given or issued by a superior officer.

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.

RULE: Furnishing Assistance – Officers shall furnish police assistance to all persons making such request, consistent with their police duties and assignments. They shall assist and cooperate with all other law enforcement agencies, provide them with any authorized information they are entitled to receive, and submit a report on all such action taken.

3. Communicate to superiors and to fellow officers all information obtained which is pertinent to the achievement of police objectives.

RULE: Departmental Communications – All officers shall transmit all official communications promptly, accurately and completely to other officers of the department as required, and shall immediately inform the Shift Commander or the Officer-in-Charge of any matter of police importance coming to their attention during their tour of duty, or otherwise. They shall call to the attention of their relieving officers any information regarding unresolved problems or problems that may arise during the next tour of duty.

4. Respond punctually to all assignments.

RULE: Reporting for Duty – All officers shall report for duty promptly at the time and place required by their assignment or as otherwise directed by the Chief of Police or their designee. They shall be properly uniformed and suitably equipped, ready to immediately assume their duties. While on duty they shall avoid any activities not directly related to their police responsibilities and shall not absent themselves from duty without leave.

Officers unable to report for duty because of sickness or injury shall notify, or cause to be notified, the Chief of Police or their designee at least four (4) hours prior to their next tour of duty, except in cases of emergency, and file the required sick leave questionnaire upon return to duty.

5. Acquire and record information concerning events that have taken place since the last tour of duty.

RULE: Awareness of Activities – Upon returning to duty from any period of absence, all officers shall inform themselves about all new orders, regulations, memoranda and all other important matters governing their assignments. Every officer of the force shall familiarize themselves with all the laws, statutes, ordinances and regulations necessary for the proficient execution of his or her duty as a police officer.

6. Record activity during tour of duty in the manner prescribed by proper authority.

RULE: Submitting Reports – All officers shall promptly and accurately complete and submit all reports and forms as required by departmental procedures.

7. Maintain weapons and equipment in a functional, presentable condition and report any damage or loss of equipment assigned to him or her immediately as prescribed.

RULE: Care and Security of Firearms – All officers shall maintain their service firearms in good working order at all times and report any damage, loss or unserviceable condition immediately to the Chief of Police. All officers shall be personally responsible for the security and safekeeping of their service firearm at all times and shall not alter or repair any part of their service firearms without the approval of the Chief of Police.

8. Assist citizens requesting assistance or information. Courteously explain any instance where jurisdiction does not lie with the Rockport Police Department and suggest other procedures to be followed.

RULE: Knowledge of the Community – Every officer shall familiarize themselves with the community, including routes of public transportation, the location of streets, highways, bridges, public buildings and places, hospitals, courts, transportation offices and stations, prominent or important office buildings, large industrial plants or commercial establishments, and such other information as may be disseminated by their superior officers.

9. Be accountable for the proper marking, securing, receipting, and proper transporting of all evidence and property coming into custody.

RULE: Care and Custody of Property – All personal property, including money, which comes into an officer's custody while on duty, whether lost, stolen, confiscated, abandoned, turned in to the department or taken from a prisoner, shall be suitably tagged, recorded and turned over to the proper department authority, or placed in the designated place of storage, for safekeeping, in accordance with current departmental procedures.

10. 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.
11. Preserve the peace at public gatherings, neighborhood disputes and family quarrels.

RULE: Civil Disputes – All officers shall take a neutral position in any dispute of a civil nature, acting only to prevent or control any breach of the peace that may arise.
12. Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a Superior Officer.
13. Confer with Court Prosecutors and testify in Court.
14. Accomplish other general duties as they are assigned or become necessary.
15. Perform other such duties as assigned by the Chief of Police or his/her designee.

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 route of patrol. Such familiarity includes knowledge of residents, merchants, businesses, 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 law or wanted by the police;

RULE: Arrests – Whenever possible, arrests shall be made under the authority of a valid warrant. When necessary, arrests without a warrant shall be made in accordance with law and all prescribed departmental procedures. All constitutional and statutory rights shall be provided to all arrested persons at time of arrest and immediately thereafter.
 - (c) Completing detailed reports on all crimes, vehicle accidents and other incidents requiring police attention. 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;

- (d) Preserving any crime scene until the Chief of Police, Shift Commander or the Officer-in-Charge 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 interrogating of suspicious persons;
- (h) Issuing traffic citations;
- (i) Being alert for and reporting fires;
- (j) Reporting street light and traffic signals out-of-order, street hazards and any conditions that endanger public safety;

RULE: Defects in Streets or Roadways – Every officer shall observe and forthwith report in writing to the Shift Commander or the Officer-in-Charge any defect, obstruction, or nuisance in the streets, sidewalks or other public areas which may cause a hazard to the general public or create a civil liability upon the community. Appropriate notification shall be made to the radio dispatcher for more immediate remedial action where necessary.

- (k) Checking of schools, parks and playgrounds; and
 - (l) Responding to any public emergency.
2. Conduct a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collect evidence and record data, which will aid in identification, apprehension, and prosecution of offenders, as well as the recovery of property.
 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 by radio. Render first aid, when qualified, to persons who are seriously ill or injured. Assist persons needing police services.
 5. Remain on assigned route throughout the tour of duty except when a police emergency necessitates a temporary absence, or when the Chief of Police, Shift

Commander or Officer-in-Charge has issued authorization for a temporary absence.

RULE: Leaving the Community – Whenever it is necessary in the performance of duty for an officer to leave the limits of the community and to enter another city or town, the officer shall inform the Shift Commander, Officer-in-Charge or the dispatcher prior to leaving and again upon return. If an emergency prevents following this procedure, the officer must contact the Shift Commander or the Officer-in-Charge as soon as possible. In all such cases, a subsequent report will be submitted, in writing, for the attention of the Chief of Police, to include the circumstances, the reason for leaving the community and the period of absence.

6. Patrol area giving particular attention to and frequently rechecking locations where the crime hazard is great. As much as possible, an officer 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.
7. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within the patrol area.
8. If assigned to operate a motor vehicle:
 - (a) See that it is well maintained mechanically 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 damages sustained to the vehicle to the proper authority and complete all reports and forms required by current procedures (Cruiser Equipment/Maintenance Report);

RULE: Damaged, Defective or Inoperative Property and Equipment – Officers and employees shall immediately report to their Shift Commander or the Officer-in-Charge on designated forms any loss or damaged department property or equipment assigned to them. The Shift Commander or Officer-in-Charge shall also be notified of any defects or hazardous conditions existing in any department property or equipment.

RULE: Responsibility for Vehicle – Any officer who is assigned to duty as an operator of a department vehicle shall be responsible for checking the serviceability and emergency equipment of the vehicle assigned to his or hers use. Except when the vehicle is in emergency use, the officer or employee shall inspect the vehicle when it is turned over to him or her and shall submit a written report to the Shift Commander or the Officer-in-Charge, of any defect, damage, or UN - serviceability of said vehicle. The officer at the same time shall also inspect the interior of the vehicle for the presence of any unauthorized articles.

RULE: Report of Loss or Damage – In the event that department property is lost, or found bearing evidence of damage which has not been reported, the last person using the property may be charged with failure to report same and may be held responsible for damages.

(c) Remove the keys whenever the patrol car is left unattended for any reason;

RULE: Unattended Police Vehicles – The operator of a department motor vehicle shall lock the ignition and remove the key when leaving the vehicle unattended and, except in an emergency he or she shall also lock the doors of such vehicle when it is unattended.

(d) Use only vehicles assigned by the Chief of Police or his or her designee;

RULE: Department Vehicles, Use of – Officers shall not use any department vehicles without the permission of the Shift Commander or the Officer-in-Charge, or drive any department vehicle, to which they have not been assigned, except in an emergency.

RULE: Department Vehicles – A valid drivers' license is required of all officers. Officers shall not use department vehicles without permission of the Shift Commander or the Officer-in-Charge. Department vehicles shall only be used for official police business.

(e) Use the call number assigned to the car to contact Rockport Police Communications; and

(f) Operate the radio in line with FCC regulations and current departmental procedures.

9. Keep radio equipment in operation at all times and be thoroughly familiar with departmental policy concerning use of the radio.
10. Take measures to direct the flow of traffic in the area during periods of congestion.
11. Notify the Chief of Police, Shift Commander or the Officer-in-Charge if more than a temporary absence from regular duties is required.
12. Make periodic reports to Communications.

D. SPECIFIC DUTIES AND RESPONSIBILITIES-TRAFFIC PATROL

1. Direct and expedite the flow of traffic at assigned intersections keeping in mind the duty as a 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 Chief of Police, Shift Commander or Officer-in-Charge.
4. Respond immediately when called from a traffic post to render emergency police service. Notify the Chief of Police, Shift Commander or the Officer-in-Charge at the earliest possible opportunity.

RULE: Safe Driving of Police Vehicles – The driver of any police vehicle shall operate said vehicle in a reasonable and safe manner, exercising due caution and judgment. Officers shall operate the police vehicle in compliance with the motor vehicle laws and traffic regulations. When in actual pursuit or in responding to an emergency, officers shall strictly adhere to the driving procedures established for the operation of emergency vehicles, and shall act in compliance with Massachusetts General Law Chapter #89, Section #7B.

5. Wear the prescribed traffic safety clothing and equipment, (reflective vest or straps).

E. KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of modern police science techniques, methods and procedures and the ability to carry out same; knowledge of Federal, State and Town laws and ordinances, and Supreme Court decisions relative to police officer enforcement abilities and restraints. The ability to analyze situations quickly and objectively to determine the proper course of action to be taken; ability to utilize self-defense techniques and firearms; ability to operate motor vehicles under emergency situations; ability to establish and maintain effective working relationships with other law enforcement agencies, other Town agencies, fellow employees and the general public; and the ability to operate department equipment.

F. DUTIES BY ASSIGNMENT

Police Officers may be given one (1) or more of a variety of assignments and special assignments offered within the Rockport Police Department. These include, but are not limited to, assignments such as:

1. Investigator;
2. Field Training Officer;
3. Specialty Units; or

4. Any other such assignments or duties within the Rockport Police Department.