

## **JOB DESCRIPTION**

# **Middletown Police Department**

## **PATROL OFFICER**

### **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:**

It is the duty and responsibility of the Patrol officer to:

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 Department employees to ensure that teamwork leads to the successful attainment of police short- and long-term goals and objectives.
10. Maintain certification with assigned equipment.
11. 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 Department 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.

**MINIMUM QUALIFICATIONS:**

1. Must be at least 21 year of age (as of December 16, 2016).
2. Must be a United States Citizen.
3. Must be possess a High School Diploma or G.E.D certificate.
4. Must possess a valid driver's license and maintain it as a condition of employment.
5. Education such as it may have been attained through completion of 60 credits from an accredited college/ university, is preferred.
6. Two (2) years of continuous military service, or five (5) years of continuous military reserve service, or two (2) years of continuous service as a FT Federal, State, or Local Law Enforcement Officer or Correctional Officer, is preferred.
7. Must successfully pass a pre-employment background check.
8. Must successfully pass a pre-employment physical exam.
9. Must successfully pass a pre-employment psychological evaluation.
10. Upon appointment to the position, must be a Rhode Island resident and reside within 20-mile radius of the Middletown Police Department and or have the ability to respond within 30 minutes.

**JOB REQUIREMENTS:**

The job requirements for the position of Patrol Officer for the Middletown Police Department shall be in accordance with collective bargaining agreement between the IBPO and the Town of Middletown Ordinance.

**PHYSICAL REQUIREMENTS:**

This position requires a Patrol Officer to perform all functions contained in this job description. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements necessary to accomplish the essential functions.

**WORKING CONDITIONS:**

Be available by telephone, radio, and pager during normal working hours and available for callback, when needed.

**SALARY RANGE:**

Union position stipulated by contractual agreement between The IBPO Local 534 and the Town of Middletown.

*The Town of Middletown is an Equal Opportunity Employer*