


JOB DESCRIPTION

Patrol Officer

Date of Last Revision: April, 2021

 WESTERLY Rhode Island	DEPARTMENT	Police		
	REPORTS TO	Shift Supervisor		
	FLSA STATUS	Non-Exempt; Full-Time		
	POSITION TYPE	Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction 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 JOB FUNCTIONS

- Exercise authority consistent with the obligations imposed by the oath of office.
- Drive motor vehicles under non-emergency and emergency conditions; 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.
- Patrol assigned area to provide for quick response to calls for service, remain in assigned area throughout the shift, except when directed and authorized for temporary absence to respond to calls in other areas and to assist fellow officers.
- Search persons, vehicles, and places when appropriate; patrol schools, businesses, residences, public assemblies, playgrounds, parks, and recreation areas for suspicious activity.
- Aid citizens requesting assistance or information.
- Identify and apprehend offenders; pursue suspects; conduct frisk and pat downs; render first aid when applicable, handcuff suspects or prisoners and advise persons of constitutional rights when applicable; transport prisoners and interrogate suspects.
- Preserve crime scenes, seize, collect, preserve, transport, photograph, and inventory evidence and property taken into custody.
- Maintain radio, weapons, and equipment in a state of operational readiness; use lethal and non-lethal force when necessary; fire weapons and remain qualified with assigned equipment.
- Reduce the opportunities for the commission of crimes through preventive patrol and other measures. Facilitate observations of criminal activity or conditions conducive to criminality, and for the gathering of intelligence information.
- Take measures to expedite the flow of vehicular traffic during periods of congestion; enforce traffic and parking laws and ordinances; investigate traffic accidents and aid the injured; locate witnesses and collect evidence from accident scene.
- Promptly serve or deliver warrants, summonses, subpoenas, and other official papers.
- Testify in court; prepare for court as required and present evidence; confer with prosecutors and/or Town attorney.
- Promptly complete detailed reports on all crimes, arrests, vehicle collisions, and other incidents requiring police attention; conduct complete initial investigation and follow-up investigations as required.

ADDITIONAL JOB FUNCTIONS

- Perform dispatching duties when assigned.

- Responsible for providing counseling, referral and follow-up services involving criminal cases.
- Investigate alarms and suspicious persons to ensure the safety of residents and business owners.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- The written directives of the Police Department and of applicable federal and state laws and town ordinances.
- The streets and physical layout of the community and the locations requiring special police attention.
- Crime reporting, crime analysis principles and practices, and crime prevention techniques and activities.
- Crime investigation procedures, practices, techniques, and activities.

SKILLS in:

- The use of firearms and such other regular and special equipment as assigned.
- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with others.

ABILITY to:

- Keep informed of any changes to Local, State, and Federal law, and familiarity with all departmental policies and procedures.
- Tolerate stress in multitude of forms and maintain a balanced perspective.
- Operate a motorized vehicle in non-emergency and emergency situations.
- Demonstrate good service skills with the ability to problem solve.
- Utilize a computer and department software.
- Handle confidential material and information in an ethical and professional manner.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise, and accurate reports.
- Work hours beyond the regularly scheduled workday when needed and pre-approved

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- High School Diploma or GED Equivalent.
- Be a minimum of age twenty-one (21) years old and less than age thirty-five (35) years, unless exempted by law.

LICENSES AND CERTIFICATIONS

- A valid driver's license.
- Rhode Island Police Officer Certification.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS including:

- Routine exposure to extreme weather conditions (sometimes for prolonged periods of time), including but not limited, to extreme heat or cold, high humidity, rain, snow, and high winds.
- Exposure to personal danger, including but not limited to armed and/or dangerous persons/animals; persons and/or articles contaminated with communicable diseases; hazards associated with

emergency driving, vehicular surveillance, traffic control and working in and around traffic; hazards associated with natural and man-made disasters, and other similar dangers or hazards.

- Noise level in the work environment may be quiet or loud.
- Exposure to stressful situations.

PHYSICAL DEMANDS *including:*

- Walking, standing, or sitting (particularly when driving) for lengthy periods of time.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard, and to operate police equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Physical strength, mobility, and dexterity sufficient to handle and operate firearms, subdue resisting individuals, force entry into buildings, and drag, push, pull, carry or move injured persons.
- Running, climbing, jumping, crawling, etc.
- Ability to occasionally lift and/or move up to fifty (50) pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.