

The Town of Greenwood

Job Description

Job Title: Patrol Officer

Department: Police Department Reports To: Sergeant Direct Reports: None Classification: Non-Exempt; Full-Time; Part-Time Effective Date: July 1, 2017 Revision Date:
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SUMMARY: Responsible for patrolling assigned areas in a police vehicle to ensure law and order is maintained. Respond to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations. Assists citizens, makes traffic stops for speeding and other traffic violations, those suspected of driving under the influence, drug trafficking and other violations. Writes citations and gives warnings; makes arrests; writes reports, and may testify in court proceedings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- Patrols area to protect people's lives and property.
- Directs and/or reroutes traffic during emergencies, after accidents, or in congested situations.
- Responds appropriately to dispatch and takes appropriate action at crime and disaster scenes, accidents and stranded motorists.
- Checks for proper identification and verifies licenses and registration during traffic stops.
- Issues citations or warnings to people who violate laws.
- Monitors and investigates suspicious persons and situations and unusual activities.
- Detects and arrests impaired drivers.
- Identifies, pursues, and arrests suspects and perpetrators of criminal acts.
- Record facts to prepare reports that document incidents and activities.
- Properly secures evidence to be used in court cases.
- Testifies in a professional and articulate manner in court to present evidence or act as witness.
- Responds to distress calls or calls for assistance.
- Investigates reports of suspicious activity.
- Interviews witnesses, suspects, and victims.
- Calls for backup if needed.
- Pursues fleeing suspects on foot and in vehicles.
- Legally searches vehicles for contraband.
- Investigates traffic accidents to determine cause of accident.
- Photograph or draw diagrams of crime or accident scenes and interview those involved and eyewitnesses.
- Provides road assistance to motorists and gives directions if necessary.
- Assists transients with relocation and shelter information.
- Books and processes prisoners.
- Accurately writes reports.
- Escorts citizens during funeral processions.
- Participate in community service activities
- **Inspect squad vehicle and weapons daily and arrange for routine and special maintenance.**
- Carries out responsibilities in accordance with the Police Department's and Town's policies and procedures, applicable laws and regulations.

- Ensures evidence, identification documents, confessions, seized weapons or drugs, witness testimonies, suspect's personal belongings, and crime scenes are documented and preserved for crime scene investigators and other law enforcement specialists.
- Cooperates with other local, state, and federal law enforcement agencies in the prevention, apprehension and detention of wanted persons and with other departments where police activities are concerned.
- Safely operate a motor vehicle in various and possibly high stress driving conditions.
- Follows the proper chain of command.
- Performs other duties as required.

SUPERVISORY RESPONSIBILITIES:

- None

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Education and/or Experience:

- High School diploma or equivalent required.
- No previous law enforcement experience required, but is preferred.
- LA POST (Peace Officer Standards Training) within one year of being hired.
- Completion of the FTO (Field Training Officer) Program.

SPECIAL REQUIREMENTS:

- Must pass all psychological and physiological examinations as required.
- Must have no extensive criminal history, no felony convictions, no criminal convictions in domestic violence situations or charges pending.
- Maintain current firearms qualification.
- Current and valid driver's license and good driving record.
- Prompt and regular attendance.
- Professional attitude and appearance.
- Participate in all mandatory job training and meetings.
- Adhere to police department policies & procedures; Town policies and procedures and Employee Handbook.
- Subject to work on a call-in basis 24 hours a day & work rotating shifts, and extended shifts in case of emergency.
- Overnight travel as necessary to attend meetings, conferences, training, etc.

EQUIPMENT OPERATED:

- General office equipment; computer, calculator, fax machine, copy machine, etc.
- Standard police equipment, i.e., communication equipment, hand guns and other weapons, handcuffs, radios, cameras, etc.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal laws/codes, state statutes, parish and town ordinances pertaining to law enforcement.
- Excellent driving abilities.
- Possess a keen sense of observation.
- Ability to work under extremely stressful conditions.

- Ability to communicate effectively and professionally verbally, in writing, and utilizing proper business telephone etiquette.
- Good report-writing skills.
- Strong presence of mind and ability to think practically in times of crisis
- Ability to reason and use good judgment.
- Ability to act quickly and calmly, especially in emergencies.
- Proficient with computer software or ability to learn within a short period of time.
- Ability to maintain careful attention to detail.
- Ability to maintain confidentiality of police matters and information related to the Town, its citizens/customers, employees, and the general public.
- Ability to deal with employees and the general public in a courteous, tactful and patient manner.
- Good interpersonal skills and ability to work as a team player with all levels of management and employees.
- Ability to reason and use good judgment and ethical conduct.
- Ability to work in a fast-pace, high-energy and demanding work environment.
- Excellent time management skills; multi-tasks skills; ability to prioritize and coordinate details and work with frequent interruptions.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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

- This position works a majority of the time in an assigned police vehicle while patrolling and conducting field duties, but also works in a professional office environment in the Police Department and court rooms.
- While performing the duties of this job, the employee is regularly required to sit; regularly use hands to handle, or feel objects, tools, or controls; drive, and talk and hear. The employee is regularly required to stand, walk, and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance and peripheral vision, color vision, and the ability to adjust focus.
- The employee may be required to carry, drag, or restrain individuals in excess of 300 pounds and lift in excess of 50 pounds.
- Conditions present high stress and threat to personal safety and may be exposed to toxic materials, bloodborne pathogens and other infectious environments; have to deal with unruly or dangerous individuals, unsafe building sites and deadly force; extreme temperatures and inclement weather; may be required to extend work schedule during emergency situations.
- The noise level in the work environment is usually moderate, but may occasionally be loud.
- The employee may be required to work extended hours without rest or sleep during emergency situations.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, reference and other background checks; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The job description does not constitute an employment agreement between the Town and employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Employee Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position, and has received a copy of this job description.

Employee Signature: _____ Date: _____

Employee Name (printed) _____

Employer's Representative (printed name): _____ Date: _____

The Town of Greenwood is an Equal Employment Opportunity Employer