

POSITION DESCRIPTION

Class Title: Officer

Date Completed: 5/14/2010

Functional

Title: Patrol Officer

Class: PD-5

Department: Police Department

Job Code: 0212

FLSA Status: NE

Job Title of Immediate Supervisor: Sergeant

The Patrol Officer performs police patrol, investigation, traffic regulation, and related law enforcement activities. These tasks are performed under the general supervision of Police Sergeant or Corporal.

ESSENTIAL JOB FUNCTIONS:

1. Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
2. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situation without assistance.
3. Maintains communication with radio dispatch concerning responses to citizen complaints and maintains normal availability by radio, pager or telephone for consultation on major emergencies or precedent.
4. Carries out duties in conformance with Federal, State, Parish and City laws and ordinances.
5. Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.
6. Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
7. Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.
8. Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.
9. Prepares a variety of reports and records including officer's daily log, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.
10. Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.
11. Participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and related activities.
12. Issues summons and serve subpoenas.

13. Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities, to include walking or riding in designated patrol areas.
14. Coordinates activities with other officers or other city departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.
15. Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.
16. Maintains departmental equipment, supplies, and facilities.
17. Maintains contact with general public, court officials, and other city officials in the performance of police operating activities.
18. Serves as a member of various employee committees.
19. Performs other related duties as assigned.

GENERAL REQUIREMENTS:

1. Must be 21 years or older at the time of employment;
2. No felony convictions and disqualifying criminal histories;
3. Must be a U.S. citizen;
4. Must be able to read and write the English language;
5. Must be of good moral character and of temperate and industrious habits.

MINIMUM REQUIRED EDUCATION & EXPERIENCE:

1. High school diploma or equivalent.

SPECIAL REQUIREMENTS:

1. Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.
2. Ability to meet Department's physical standards.
3. Completion of the Louisiana Peace Officer Standards and Training (P.O.S.T) Academy.

MINIMUM REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

1. Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;
2. Some skill in operating a Police car, police radio, radar gun, handgun and other weapons as required, sidehandle baton, handcuffs, breathalyzer, pager, first aid equipment
3. Ability to learn the applicable laws, ordinances, and department rules and regulations;
4. Ability to perform work requiring good physical condition;
5. Ability to communicate effectively orally and in writing;
6. Ability to establish and maintain effective working relationships with subordinates, peers and supervisors;

7. Ability to exercise sound judgment in evaluating situations and in making decisions;
8. Ability to follow verbal and written instructions;
9. Ability to meet the general requirements listed above;
10. Ability to learn the City's geography.

ESSENTIAL MENTAL & PHYSICAL REQUIREMENTS:

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.

1. While performing the duties of this job, the employee is frequently required to sit, talk and hear.
2. The employee is frequently required to stand and walk.
3. The employee is required to use hands to finger, handle or operate objects, tools, or controls; ability to reach with hands and arms.
4. Must be able to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
6. Employee is required to lift/move/carry approximately 100 pounds if required to perform the essential job functions. If the employee is unable to lift/move/carry this weight and can be accommodated without causing the department/division and "undue hardship" then the employee must be accommodated; hence omitting lifting/moving/carrying as a physical requirement.

WORK ENVIRONMENT:


1. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
2. The noise level in the work environment is usually moderate.

While the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 if the work is similar, related or a logical assignment to the position.

APPROVALS:


DEPARTMENT DIRECTOR


PERSONNEL DIRECTOR