Department Policy #2.05.13

Job Task Requirements: Patrol Officer:
Patrol Officer (Probationary)
Patrol Officer (2nd class)
Patrol Officer (1st class)

I. Purpose: This order establishes the Job Task Requirements for the position of Patrol Officer.

II. Policy: Incumbent performs duties related to law enforcement such as preventing crimes, investigating suspicious activity, apprehending violators, assisting persons in trouble, directing vehicular and pedestrian traffic and enforcing traffic laws. Incumbent serves under the direct supervision of a shift commander.

III. Functions and Duties:

A. Essential

1. Patrols assigned area on foot or drives vehicle searching for suspicious activity or situations, or checking for persons in need of service.

2. Monitors radio and other communications devices to receive assigned runs, and to maintain awareness of activities in assigned areas or by other officers.

3. Assists citizens with problems such as lost children, injured persons, animal bites, locked doors, etc.

4. Refers persons to appropriate social service agencies when situation warrants.

5. Responds to assigned run by driving, walking, or running to specified locations, assesses situation, determines need for other assistance, and takes appropriate action.

6. Removes persons from danger including carrying unconscious persons and provides emergency aid to injured persons.

7. Investigates accidents, extracts victims, provides emergency medical aid, gathers evidence, records observations and statements of witnesses and victim, requests assistance from other officers or agencies as needed, directs the removal of the vehicles involved, and ensures the area is clear.

8. Searches crime scenes, and takes prescribed actions to preserve and protect evidence, and records findings and observations.

9. Interviews victims, suspects, and witnesses, and records responses and observations.

10. Pursues, apprehends, searches, and arrests suspects using only necessary force, advises suspects of rights, and transports suspect to detention area.

11. Restrains persons from physically striking or injuring others using appropriate force.

12. Drives vehicle at high speed when situation warrants due to nature of emergency pursuant to departmental policy.

13. Stops drivers of vehicles when traffic violations are observed, verifies license and registration data, advises driver of safe driving practices, and issues citation or makes arrest as warranted.

14. Directs vehicular and pedestrian traffic when congestion occurs or as directed.

15. Reports as directed to scenes of general emergencies, and takes appropriate action to protect life and property, such as directing traffic, quarantining area, assisting individuals in leaving area, preventing looting, and requesting appropriate assistance.

16. Maintains visibility in the community by meeting and talking with citizens, providing information, visiting local businesses, and making presentations to schools, neighborhoods, and civic organizations projecting positive, professional image as an ambassador for the City of West Lafayette.

17. Writes reports and completes forms as required by operating procedures, and makes oral reports to appropriate personnel. Testifies in court, and prepares for such testimony.

18. Properly maintains uniforms, equipment, and weapons pursuant to departmental policy.

19. Maintains cleanliness of all work areas and any other areas as assigned by Chief of Police.

20. Performs other related duties as required.

B. Nonessential:

IV. Qualifications:

A. Minimum

1. Extensive knowledge of law enforcement procedures and methods, criminal law procedures, and criminal traffic law.

2. Working knowledge of social service agencies, business, education, civic, and social organizations in assigned area.

3. Working knowledge of emergency medical treatment procedures, and ability to apply those procedures safely to others.

4. Extensive knowledge of streets and alleys layout in assigned area, and working knowledge of street and highway layout in community and surrounding area.

5. The ability to operate a vehicle safely even at high speeds under less than ideal conditions or weather.

6. The ability to physically protect oneself, and restrain others.

7. The ability to use weapons accurately and safely.

8. The ability to use a two-way radio.

9. The ability to communicate with the public in situations which are highly emotional or hostile.

10. The ability to observe and report observations accurately and in detail.

11. The ability to establish rapport with individuals and groups of differing ages, races, and values.

12. The ability to appropriately respond to emergencies from off-duty status.

13. The knowledge of departmental rules and regulations, and departmental general orders.

14. Participates in training on law enforcement procedures, including firearms, criminal justice, and court procedure, and emergency medical aid, and related subjects.

15. Performs physical exercises to maintain physical condition.

16. Meet training requirements prescribed by Indiana Law.

17. Meet all requirements for employment as a Police Officer as prescribed by Indiana Law.

18. Possess a valid driver's license.

19. Must meet requirements as set forth by the West Lafayette Police Merit Commission.

20. Must maintain regular and predictable attendance.

B. Desired:

V. Working Environment

A. Incumbent must be able to sit or stand for long periods, sometimes in extreme weather conditions. He/She is required to lift and carry unconscious people short distances. Incumbent is required to pursue suspects by running, climbing, forcing entry, scaling walls, jumping, and the ability to sustain such activity for long periods of time in situations of personal danger or danger to others.

B. Works a variety of shifts, including weekends and holidays, at the discretion of the Chief of Police. Incumbent is required to respond to emergencies from an off-duty status.

C. Prescribed uniform is worn to work.

Patrol Officer (Probationary) shall serve a one year probationary period regarding their position/employment.

Patrol Officer (2nd class) must meet and exceed the functions and qualifications in this job description plus have 1 year of service on the West Lafayette Police Department.

Patrol Officer (1st class) must meet and exceed the job functions and qualifications for Police Officer 2nd class plus have 2 years of service with the West Lafayette Police Department.

Issue Date	Revision Number: Date	By Order of the Chief:
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