



Les J. Parsons
Chief of Police

COLONIAL BEACH POLICE DEPARTMENT

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Patrol Officer Job Description

Patrols Streets and/or performs general duty police work in the protection of life and property through the enforcement of laws and ordinances and the prevention of crime. May be assigned to specialized functions including, but not limited to, training, bike patrol, investigations and all other duties as assigned.

General Definition of Work:

- Patrols streets and highway systems by automobile or other means. Enforces traffic laws and controls movement of traffic. Maintains familiarity with patrol area by learning streets and highways, landmarks, buildings and topography.
- Answers calls and complaints involving accidents, misdemeanors, and felonies. Responds to general public calls for assistance.
- Stabilizes emergency situations. Secures accident or crime scenes, administers first aid as first responder, and provides assistance and/or protection as required.
- Writes detailed reports on police-related activities.
- Investigates traffic accidents and criminal cases by conducting interviews and gathering evidence.
- Arrests criminal and traffic law offenders and transports to jail. Uses appropriate force to subdue offenders.
- Prepares cases for court and testifies as a witness.
- Keeps informed and aware of persons and places suspected of illegal activity and/or potential for problems within an assigned area.
- Attends training classes in police methods and related topics.
- Operates and maintains a variety of law enforcement equipment, tools, weapons and vehicles.
- Participates in problem oriented policing efforts by identifying problem areas, recommending and implementing solutions, and monitoring the results.
- Maintains liaison with other law enforcement agencies, court systems, and the public to promote a cooperative law enforcement atmosphere.

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.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of police methods, practices and procedures Departmental rules and regulations; federal, state, and local laws governing traffic and crime, search and seizure activities, and the rules of evidence.; first aid principles and practices; conflict management techniques; investigative techniques; techniques of interviewing and interrogation; crime patterns and trends in assigned area; Skill in the operation of a vehicle under normal and/or adverse conditions; the use of firearms and related police emergency equipment; Ability to prepare clear, accurate and grammatically correct written reports; analyze situations or information and adopt quick, effective, and reasonable courses of action; maintain composure and work effectively under highly stressful conditions; treat persons with courtesy and respect while performing the Department's mission; read and understand complex written information; observe and recollect details; apply deadly force in accordance with law and Department policy; work independently; establish and maintain cooperative working relationships with those contacted in the course of work; work any hours including weekends, holidays, rotating shifts, call-outs and overtime; perform work for extended periods of time in environments of extreme heat or cold, or wet conditions; use specialized protective equipment or clothing; perform the physical requirements of the work (e.g., run and/or jump over rough terrain and obstacles; physically take custody of persons; subdue and apprehend combative suspects; safely search persons and places; push or pull heavy objects and apply force with upper and lower body; reach, bend, stoop, kneel, twist and turn, etc.); perform basic mathematic and statistical calculations; communicate clearly and concisely, both orally and in writing; operate a computer to input and retrieve information.

WORKING CONDITIONS/PHYSICAL DEMANDS:

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.

The employee is required to perform shift work including days, evenings and nights including weekends and holidays.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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. The noise level in the work environment is usually moderate.

EVALUATION:

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.