

CLEARCREEK TOWNSHIP

JOB DESCRIPTION

PATROL OFFICER

General Statement of Duties:

An officer's basic duty is the protection of life and property, enforcement of laws and investigation of crimes in the unincorporated township.

Nature of Work:

The patrol officer's job involves elements of personal danger. Patrolling as the main time consuming job is a defensive task in itself. The officer must be physically capable of observing homes, businesses and other drivers for extended periods of time. Other elements are detecting and investigating crimes, apprehending criminals and prosecuting same. Uniformed duties can also include traffic control, accident investigation, response to alarms and open doors, also domestics and fights. Officers must be capable of acting without direct supervision and to exercise independent judgment in meeting emergencies.

Duties may be performed in plain clothes or in uniform as assigned by superior. Specific assignments are received from superior officers and carried out in accordance with established rules and procedures. General assignments may include work at the station on special tasks, juvenile counselors, detectives, or other duties as assigned. Work assignments, methods, and results are reviewed by superiors through reports, personal inspection, and discussion.

Examples of Work Performed:

Patrol streets and public places in the unincorporated township, unless directed to assist in another area by a superior or dispatcher when necessary. This effort is directed toward the prevention and discovery of criminal acts as well as the enforcement of traffic laws.

Investigates vehicular accidents, interview witnesses, gathers evidence and all information to make a detailed report.

Responds to all calls or complaints, whether dispatched or through personal contact; taking all necessary police actions. Conducts preliminary investigation, files initial report, checks surrounding area for witnesses and obtains witness statements. Ascertain all facts available at the scene of the crime, gathers any evidence and properly marks and tags. Prepares investigatory reports to be used in follow-up investigations. Follows up on investigation until satisfactorily concluded or all leads exhausted on assigned reports.

Confers with the prosecuting attorney, juvenile court officials, school principals, and others relative to assigned cases. Appears in court to present evidence and testify against persons accused of crimes. Assists attorneys in the prosecution of felonies and misdemeanors.

Process prisoners by filling out arrest reports, describing elements, of the offense, cross-referencing for attached reports and co-defendants, and documenting any statements made by the defendant relating to the incident. Makes criminal record check and attaches to arrest report.

Examples of Work Performed continued:

Issues citations, makes arrests and transports prisoners to jail.

Operates radar equipment, speed checks, and general traffic violations that are in violation of the state statutes.

Assists in serving arrest warrants, capias and in search warrants.

Watches for and makes investigations of wanted or missing persons and property; detects and interviews suspicious persons.

Assists in the prevention of juvenile delinquency by working with counselors, school officials, and parents on juvenile cases.

Shall document all calls or requests for assistance or stops in writing by means of reports, memos, F. I. cards, etc., as soon as possible. All paperwork shall be completed in its entirety and turned into the record keeper as soon as possible.

Administers First Aid or CPR to injured or distressed persons as required.

Required Knowledge, Abilities and Skills:

Ability to:

1. Analyze situations quickly, accurately and objectively to determine proper courses of action.
2. Cope with situations firmly, courteously, tactfully and with respect of the rights of others.
3. React quickly and calmly under emergency conditions.
4. Understand and carry out oral and written instructions.
5. Write and speak effectively.
6. Develop skill in the use and care of firearms.
7. Perform and endure in adverse weather conditions and terrain.
8. Drive a vehicle safely and efficiently.
9. Working knowledge of the street layouts and population pattern of the Township.
10. Working knowledge of the common law covering traffic and criminal statutes and general behavior.
11. Knowledgeable in the department's rules, orders, policies and procedures.