

## **JOB DESCRIPTION**

### **PATROL OFFICER (POLICE)**

The Patrol Officer is under the general direction of the Chief of Police and subordinate to the Captain and Sergeant. An Officer in Charge (OIC) acts in place of a police supervisor when a higher ranking supervisor is not available. A Patrol Officer enforces local, State and Federal laws and ordinances; performs criminal investigations; and performs related duties as required.

#### **Examples of Duties**

Enforces the laws and ordinances of the State of Iowa and City of Grinnell; patrols an assigned area during a specific shift; checks doors and windows and examines premises of unoccupied buildings or residences in order to detect any suspicious conditions; investigates suspicious conditions and complaints; makes arrests of persons who violate laws and ordinances; accompanies prisoners to headquarters, jail or court and appears in court as arresting officer; directs traffic and either arrest or gives violations tickets to those who break traffic laws; checks automobile parking in restricted areas and gives violation tickets when necessary; responds to accidents, giving all possible assistance and preparing necessary reports; maintains order in crowds and attends parades, funerals or other public gatherings; watches for stolen vehicles and wanted or missing persons; makes investigations and enforces city and state laws pertaining to juvenile offenders; answers criminal complaints and takes necessary corrective action; gives advice on laws, ordinances and general information to the public; oversees custody and care of prisoners when assigned to such duty; gives emergency first-aid treatment to injured persons; maintains records and prepares reports; lifts fingerprints from crime scene, takes photographs and otherwise complies evidence; takes fingerprints of suspects and others for the use of the department or for other governmental uses; attends relevant schools, seminars, and meetings; is familiar with operation of department and state technology and software used in performance of duties;

These examples of duties in no way states or implies these are the only duties to be performed. Patrol Officers may be required to follow other instructions and perform other duties requested by a supervisor.

#### **Accountability**

Does work with broad objectives outlined by Police Chief with work judged primarily on overall results with individual choice as to methods to accomplish objectives within constraints of State and Federal law.

#### **Knowledge**

A. Education

Must be a high school graduate and Law Enforcement Academy certified

B. Experience

Previous Law Enforcement experience preferred. Must be able to demonstrate standard job performance within 12 months.

### C. Abilities

- Thorough knowledge of principles, methods, and procedures of law enforcement;
- Thorough knowledge of Departmental rules; directives, regulations, policies, procedures and General Orders;
- Knowledge of City, State and Federal laws, codes and ordinances;
- Possess good oral and written communications;
- Ability to ascertain facts by personal contact, observation and the examination of records;
- Knowledge of commonly used police practices and procedures;
- Ability to react quickly and calmly in emergency situations and determine the proper course of action;
- Ability to maintain an effective working relationship with other co-workers, supervisors, elected officials and the public;
- Knowledge of the geography and physical layout of the City of Grinnell;
- Ability to plan, analyze and interpret police problems and criminal evidence;
- Skill in the use of defensive weapons including proficiency in the use of firearms;
- Ability to deal tactfully and diplomatically with all segments of society;
- Ability to perform duties under stress;
- Ability to follow duties and oral and written instructions under stress;
- Ability to develop keen observation; and
- Ability to remember names, faces and details of incidents.
- Must be able to immediately use discriminatory judgment in analysis and solution of emergency situations, making decisions based on experience and professional skills.
- Ability to establish and maintain effective public relations.

#### **Physical Demands**

Varied physical activities from sitting in a car and driving for extended periods; walking on patrol; subduing persons; running, climbing, bending, carrying, and lifting are associated with normal duties of a police officer. Job requires more than normal physical dexterity and strength to complete tasks. Physical testing and examination are required prior to initial assumption of duties; maintenance of physical fitness standards is a requirement of the job.

#### **Mental Demands**

Involves simple to difficult and highly varied tasks and irregularity is usual. Tasks can be performed under life and death situations and involves alertness under distracting conditions (ex: accidents, gunfire, threats). Work is performed with occasional directions and require high degree of initiative to carry out solutions.

#### **Working Conditions**

Performs tasks where improper actions or decisions may cause serious injury or death. Works in all weather conditions which do not exempt accomplishment of normal duties. Work conditions can and frequently involves dust, dirt, heat, cold, noise, mechanical hazards, moving objects.

#### **Licenses**

Valid motor vehicle operator's license issued by State of Iowa must be in officer's possession. Ability to safely handle firearms and successfully complete qualifications for their use.

**Job Identification**

A. Title and Department

Patrol Officer- Grinnell Police Department

B. Supervisor

Supervisory Sergeant

C. Status

Fair Labor Standards Act non-exempt employee

Prepared by:

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