

**103. PATROL OFFICER – JOB DESCRIPTION / DUTIES**

1. Patrol designated areas of the municipality with the primary goal of protection of life and property.
2. Be responsible for the enforcement of federal, state and local statutes and ordinances.
3. Answer all calls and complaints, taking necessary police action when appropriate.
4. Serve as the primary public relations representative for the Department.
5. Take appropriate police action at the scene of a crime, administer first aid, gather evidence, locate witnesses, and make arrests.
6. Be responsible for the efficient performance of his/her duties in conformity with the policies and procedures of the Department.
7. Exercise authority consistent with obligations imposed by his/her oath of office and be accountable to his/her superior officers, promptly obeying all legitimate orders.
8. Maintain harmonious relationships with his/her associates by courteous and considerate demeanor, guarding himself/herself against envy, jealousy, or other unfriendly feeling and refraining from all unfriendly communications to their discredit.
9. Coordinate his/her efforts with those of other members of the Department so that their teamwork may ensure continuity of purpose and maximum achievement of service program objectives.
10. Devote the maximum possible time to the performance of his/her basic duties.
11. Ordinarily, hours of duty will be established by Department superiors, but he/she shall be subject to recall at any time in case of special needs or emergencies. He/she shall respond punctually to all of his/her assignments.
12. Maintain his/her firearms and equipment in a functional state of readiness, and promptly correct and report deficiencies to his/her supervisor.
13. Complete all reports in conformity with the procedure for their accurate and complete preparation.
14. Maintain constant patrol of his/her assigned area except to perform a police function, to take a meal break, or for personal necessity.
15. Be accountable for criminal conditions and criminal incidents within his/her assigned patrol area.
16. Be responsible for all phases of police work, not just his/her specific assignment.

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17. Shall furnish information and assistance to anyone properly requesting or needing it, if not inconsistent with his/her work.
18. Is directly responsible for the enforcement of all laws and Departmental orders concerning vice and gambling in coordination with other agencies.
19. Shall suppress all vice activities in his/her area; and if for any reason, if he/she is unable to take proper action, he/she shall submit a written report directly to the Chief of Police explaining the reasons for his/her inability to take action.
20. Promptly report all hazardous conditions on state, county, and municipal highways and any damaged or defective state, county, and municipal property.
21. Carries required equipment, forms, etc., as prescribed by Departmental policy and regulations.
22. Is responsible for all municipal and Departmental property that he/she is using during his/her tour of duty and shall report any loss, damage or defects prior to acceptance or during use, in writing to his/her immediate supervisor.
23. Promptly report to headquarters by telephone or other means, any emergency, extraordinary or unusual incident, serious crime or serious accident as rapidly as the situation permits.
24. Show courtesy at all times and approach all phases of work in a professional manner.
25. Inform and advise his/her immediate supervisor of any significant or unusual condition existing within his/her area.
26. Comply with and enforce all current policies and procedures of the Department.
27. Report promptly at the designated hour and place, in proper uniform, for assignments and inspections.
28. Be sensitive to the conduct of juveniles and the existence of hazards affecting them, participating in the delinquency control effort.
29. Listen attentively to orders and instructions and read such materials that are made available.
30. Make written notations of such information as necessary and immediately proceed to his/her assignment upon completion of these tasks.
31. Learning the geography of the Borough well enough to enable him/her to give adequate directions to streets, public buildings, and highways in an intelligent manner when requested. When unable to provide the information requested, he/she shall either obtain it or direct the inquiring party to an individual from who the information may be obtained.

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32. Thoroughly familiarize himself/herself with the Borough, learning the locations of night telephones, fire alarms, streets, and highways.
33. Become familiar with all public businesses, offices and their entrances, exits, skylights, fire escapes and other possible means of escape.
34. Make security checks of doors and shall likewise familiarize himself/herself with the locations of safe and night lights.
35. At all times, maintain an alert and business-like manner, avoiding loitering or lounging about places of business or on the street.
36. Continuously patrol every part of his/her area, giving particular attention to and frequently rechecking locations where crime hazards are present.
37. Investigate open doors or windows under suspicious or unusual circumstances, and conduct a thorough investigation to determine whether a burglary or other crime has been committed and whether the door or window can be secured. He/she shall, if necessary, summon assistance to examine the premises and to secure such doors and windows and shall notify the proper persons of such circumstances.
38. When circumstances indicate that a burglar may be inside a building, the officer shall immediately summon assistance and then stand guard until sufficient assistance has arrived, then the building will be entered and searched.
39. Selectively check business places after their normal working hours and selectively check buildings reported unoccupied to see if any evidence of tampering or entry is found, and if so, he/she shall immediately summon aid to search the premises and apprehend the trespassers.
40. Observe all persons whom he/she encounters during his/her patrol shift and investigate any person whose appearance, conduct, or presence seems suspicious.
41. Be particularly alert to the actions of people at night.
42. Be on the alert for persons answering the description of missing persons and wanted criminals, as well as vehicles reported stolen or used in the commission of a criminal offense.
43. Investigate the occupants or contents of vehicles which cause suspicion. Any such investigation or search shall be conducted in accordance with proper legal procedure.
44. At night, when the occasion demands it, courteously but firmly question persons on the public streets as to their names, addresses, cause of being on the street, and other matters relating to the circumstances. In all cases, good judgement and discretion should be used in making a decision to arrest.

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45. Coordinate his/her efforts with those of other members of the Department so that their teamwork may ensure continuity of purpose and maximum achievement of service program objectives.
46. Communicate to his/her superiors and co-workers all information he/she may have obtained which is pertinent to the achievement of service program objectives.
47. Conduct himself/herself in accordance with high, ethical standards, both on and off duty.
48. By study and research, become familiar with advanced techniques and ideas designed to improve police performance.
49. He/she shall assist in the Department's program for:
  - A. Improving efficiency and cooperation in areas of common responsibility.
  - B. Advancing the public relations program for promoting public confidence and support.
  - C. Proper and economical use of Department property and equipment.
50. Exert every effort to satisfy the need of citizens requesting service, assistance, or information, and courteously explain any instance where jurisdiction does not lie with the Police Department, suggesting procedures to be followed.
51. Ensure the civil treatment and the observance of rights of all persons coming into the scope of his/her authority.
52. Familiarize himself/herself with Department policies and procedures relative to:
  - A. Prevention and suppression of crime.
  - B. Protection of life and property.
  - C. Apprehension and prosecution of offenders.
  - D. Preservation of the peace.
  - E. Enforcement of regulatory measures.
53. Enforce traffic laws and ordinances and relieve conditions interfering with the safe and expeditious movement of vehicles and pedestrians.
54. Promptly report street lights not working and defective fixtures.
55. Before the beginning of his/her tour of duty, inspect the vehicle assigned to his/her use and report any damage or deficiency.

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56. During his/her tour of duty, use the vehicle assigned to him/her in a safe and economical manner, avoiding hazardous or careless operation.
57. Promptly report on prescribed forms, all accidents involving the vehicle assigned to his/her use.
58. Be alert to the conditions tending to cause crime, take preventative action, and notify his/her superiors. He/she shall inform the public of conditions they can correct to prevent crime.
59. Be accountable for the securing, receipting, and proper transporting of all evidence and property coming into his/her custody.
60. Examine any person whom he/she reasonably believes to be engaged in unlawful activity, request the reason for his/her presence, and record his/her identity. If he/she receives unsatisfactory answers, is refused an answer, or is met with resistance not warranted by the inquiry, he/she shall make an arrest, provided there is a legal basis to do so.
61. Notify the station of any prolonged interruption to patrol activity.
62. Upon discovery of a crime, move promptly to apprehend the offender, either through individual effort or by full utilization of Department resources. When pursuit or apprehension is not feasible, he/she shall make a thorough investigation and diligently relay information to other units or agencies to enlist their aid.
63. Conduct a thorough investigation of all offenses within his/her area of assignment and scope of activity. He/she shall collect evidence and record data which will aid in the identification, apprehension, and prosecution of offenders and the recovery of property.
64. Make every effort to detect crime, cope with traffic conditions, or prevent repetition of disorder by appropriate action within his/her area of assignment.
65. Be alert to the Borough's responsibilities to keep public highways, streets, avenues, alleys, sidewalks, public grounds, bridge viaducts open, in repair, and free from nuisance.
66. Inspect activities where permits or licenses are required and take appropriate action in all instances where necessary authority has not been procured.
67. Note conditions which adversely affect the appearance, safety, and health of the community, enforcing applicable laws, ordinances, and regulations and/or making referrals to agencies having primary responsibility.
68. When detailed at the location of any assembly of people, be alert to prevent disorder, damage to property, or injury to persons. He/she shall assist in establishing and maintaining limits when dealing with a gathering of persons. He/she shall direct his/her attention to the control of the assemblage and shall prevent interference with functions of official agencies or the progression of the event which provided the attraction.

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- 69. Provide an immediate response to any need for police service notwithstanding the special nature of his/her assignment.
- 70. Perform other related duties as required/ordered.

**Prerequisite/Probationary Period:**

As established by the Borough Civil Service Commission.