

TOWN OF WINDSOR LOCKS

JOB DESCRIPTION

Job Title: Patrol Officer
Department: Police Department
Reports To: Police Chief or Designee
Revised: January 2006

SUMMARY:

Under the supervision of the Police Chief or designee, the patrol officer works to preserve public peace, protect life and property, prevent crime, arrest violators of the law, and support and enforce the laws of Connecticut and the Town.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES (not to be considered all-inclusive):

- Responds to calls for assistance and executes arrests as necessary.
- Provides protection of persons and property within and near his/her assigned area. Notifies radio dispatcher before leaving said assigned area. Upon fulfilling the request, returns to assigned area and notifies both the dispatcher and the shift officer.
- Patrols all areas of his/her assigned territory.
- Knowledgeable of Connecticut and local laws relating to the stopping, standing or movement of vehicular and pedestrian traffic.
- Investigates all crimes occurring in his/her assigned area and all assigned traffic accidents. Interviews complainants or informants whenever possible and satisfies all parties concerned as may be consistent with good police work. Obtains names, addresses, and other pertinent information to complete necessary police reports.
- Examines all vacant homes and buildings for possible crimes or vagrants.
- Carries out other duties as assigned by the superior officer.

SUPERVISORY RESPONSIBILITIES:

- None.

EDUCATION AND/OR EXPERIENCE:

- High School degree required. College preferred.
- Working knowledge of the principles, methods, practices and techniques of police work (except new probationary officers).
- Ability to observe situations analytically and objectively and to report and record them clearly and completely.
- Ability to execute duties firmly, tactfully and impartially. New probationary officers must aspire to perform their duties firmly, tactfully and impartially to complete their training successfully.
- Frequent contact with other Town departments, peers, citizens and the public at large. Must be able to remain calm in a crisis on a consistent basis. Able to adapt to rapidly changing situations while remaining aware of the safety of the general public and the others around the situation at hand.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. There is risk of physical injury due to the nature of the job position. May require heavy lifting (of people) and works around damaged vehicles at the accident scene. There is inherent risk of physical injury due to traffic and personal driving accidents and violent arrests. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, such as to read type or handwritten material.