

# WARWICK POLICE DEPARTMENT

## Job Description Form



Job Title: **Police Officer**

Unit / Division: **Patrol Division**

Reports to: **Patrol Sergeant / Platoon OIC**

Type of position:

- Full-time (Sworn)  
 Full-time (Non-Sworn)  
 Part-time (Non-Sworn)  
 Other: \_\_\_\_\_

Classification:

- Exempt  
 Nonexempt

### GENERAL DESCRIPTION

Police Officers are assigned to duties which include but are not limited to; patrol operations, traffic enforcement, criminal investigations, community policing activities, and community caretaking functions. Police Officers patrol assigned areas primarily in single officer police vehicles, and interact with citizens on both dispatched and self-initiated calls for service. Police Officers are first responders for incidents and emergency responses and may be required to establish incident command system protocols during a response to a major incident or unusual occurrence. The ability to interact with citizens, maintain ethical standards and multi-task are critical for police officers to display and maintain.

### ESSENTIAL JOB FUNCTIONS

- Affect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects, using maneuvers and weapons and resorts to the use of hands and feet and other approved weapons in self-defense.
- Prepare investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
- Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
- Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow.
- Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications and while operating a law enforcement vehicle.
- Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informers.
- Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying, and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping over obstacles, ditches and streams, crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

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- Load, unload, aim and fire and become proficient in a variety of police firearms under conditions of stress that justify the use of deadly force and within prescribed certification standards, which include, but are not limited to, handguns, shotguns, and other shoulder fired weapons, fired from a variety of body positions.
- Perform searches of people, vehicles, building and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
- Conduct visual and audio surveillance for extended periods.
- To detect possible violations of physical security breaches of building after being alerted to same through reports of intrusion alarms, citizen complaints or officer's observation and conducting overall physical security checks of the structure of said building to verify their integrity.
- Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes, and advising of rights and processes.
- Demonstrate communication skills in court and other formal settings.
- Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
- Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- Perform rescue functions at accidents, emergencies, and disasters including, but not limited to, directing traffic for long periods of time, administering emergency medical aid, lifting, dragging, and carrying people away from dangerous situations and securing and evacuating people from particular areas.
- Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
- Extinguish small fires by using a fire extinguisher and other appropriate means.
- Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits, and warrants.
- Operate law enforcement support equipment including, but not limited to, telephones, typewriters, computers, console radios, mobile radios, portable radios, audible-warning systems, emergency lighting systems, cameras, and the mobile command unit.

#### **QUALIFICATIONS (EDUCATION/TRAINING/EXPERIENCE)**

- ***(Effective for new hires after August 2006)*** Must possess a minimum 60 college credits from an accredited institution recognized by the U.S. Department of Education or 3 years continuous full-time police, law enforcement, or corrections experience or, 3 years continuous active U.S. military duty or 5 years continuous U.S. military reserve service.
- Successfully complete the graduation requirements of the RI Municipal Police Academy
- Successfully complete N.I.M.S. Incident Command System Level 100 & 700 Courses

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**SUGGESTED SPECIALIZED SKILLS/KNOWLEDGE/ABILITIES**

None Noted

REVIEWED BY: Lt. Stewart	<i>Date</i> 05/27/09
APPROVED BY: Colonel McCartney	<i>Date</i> 06/02/09
LAST UPDATED: RJR S-40 on 05/28/09	