



# Job Title: Patrol Officer

**Status:** Nonexempt

**Date:** October 29, 1986

**Written By:** Nick Wehmeier

**Department:** Police

**Immediate Supervisor:** Chief of Police

**Revised:** January 4, 2022

**Revised By:** Heather Russell

**Grade:** G

**Salary Range:** \$18.83 - \$23.90 per hour

## SUMMARY

Enforces federal, state, and local laws by patrolling city streets, responding to complaints, investigating crimes, and processing arrests; and maintains rapport with citizenry.

## SCOPE

The purpose of this position is to enforce the law and protect the public. Police Officers detect and prevent crime, and complete assignments from supervisors. Police Officers may participate in community outreach and public safety programs.

## SUPERVISION

Under the general direction of the Chief of Police. Police Officers may report directly to the Chief of Police or to a supervising Officer, such as a Sergeant or Lieutenant, as assigned by the Chief of Police.

## RESPONSIBILITIES AND DUTIES

NOTE: This list is not absolute, nor restrictive, but indicates approximate responsibilities and duties, which may be redefined pursuant to operational needs.

- 1.0 Patrols city streets and alley ways, using patrol car and by foot, to maintain high degree of visibility and, thereby, deter criminal actions; to identify violations of federal, state, and local laws; and to identify other situations requiring attention.
  - 1.1 Looks for suspicious people and vehicles, stolen or lost items, hazards, criminal actions etc.
  - 1.2 Checks security of windows and doors of businesses.
  - 1.3 Checks security of residences of individuals who have requested the same.
  - 1.4 Question people who look or act suspicious.
  - 1.5 Watches over gatherings of people to ensure unlawful acts do not occur.
  - 1.6 Gives information to motorists and pedestrians and escorts motorists through town.
  - 1.7 Checks on elderly residents to ensure well being.
- 2.0 Responds to complaints, such as family disturbances, fights in progress, suspicious vehicles, prowlers, vandalism, trespassing, etc.
  - 2.1 Meets with complainants to determine appropriate course of action.

- 2.2 Explains formal complaint procedures to complainants.
- 2.3 Takes statements from complainants.
- 2.4 Attempts to resolve complaints.
- 3.0 Enforces traffic laws, including speeding, stop sign violations, careless and imprudent driving, driving while intoxicated, etc.
  - 3.1 Operates radar gun to determine speed of vehicles.
  - 3.2 Watches for signs of violations.
  - 3.3 Pulls vehicles over when traffic laws have been violated or when it is suspected that they have been violated.
  - 3.4 Informs vehicle operators of violation.
  - 3.5 Issue warnings and tickets for traffic law violations.
  - 3.6 Directs traffic and sets up barricades, when necessary, as in case of accidents, special events, etc.
- 4.0 Investigates crimes.
  - 4.1 Receives information about crimes from dispatcher via two-way radio.
  - 4.2 Reports to crime scene and secures area.
  - 4.3 Gathers information about crime by interviewing witnesses, suspects, and other individuals, and by gathering evidence, including taking fingerprints, collecting items used in crime, etc.
  - 4.4 Notifies dispatcher of need for backup when situations warrant.
  - 4.5 Makes sketches of crime scene and/or takes photographs and prepares general report of crime.
- 5.0 Maintains rapport with citizenry.
  - 5.1 Meets with business owners, homeowners, and other citizens to discuss concerns and various other matters.
  - 5.2 Solicits suggestions for improvements in police force and services provided.
  - 5.3 Assists motorists by giving directions and obtaining automotive repair services.
  - 5.4 Answers questions.
  - 5.5 Helps parents locate children.
- 6.0 Processes arrests.
  - 6.1 Locates suspects.
  - 6.2 Frisks suspects to locate any weapons or contraband.
  - 6.3 Places handcuffs on suspects.
  - 6.4 Transports suspects to police station in patrol car.
  - 6.5 Removes personal property from suspects and inventories same.
  - 6.6 Completes necessary forms and reports.
  - 6.7 Transports suspects to Boone County Jail.
- 7.0 Participates in crowd and traffic control.
  - 7.1 Walks through crowds to maintain high degree of visibility, thereby deterring unlawful acts, and to identify unlawful acts.
  - 7.2 Blocks off streets as needed.
  - 7.3 Directs traffic when necessary.
- 8.0 Serves summonses.
  - 8.1 Delivers summonses to individuals.
  - 8.2 Make arrests on warrants.
- 9.0 Responds to weather emergencies.
  - 9.1 Assesses severe storm situations.
  - 9.2 Notifies dispatcher of emergency situations.

- 10.0 Completes various forms and reports according to the situation, including general office reports, offense reports, crime against person reports, impoundment reports, inventory of personal property, accident reports, and other forms and reports.
- 11.0 Assists other city departments and law-enforcement agencies.
  - 11.1 Assist fire, street, and water departments by blocking streets and directing traffic.
  - 11.2 Assists electric department in locating down lines.
  - 11.3 Assists Highway Patrol by responding to traffic accidents.
  - 11.4 Assists other law-enforcement agencies in crime investigations.
- 12.0 Participates in staff meetings.
  - 12.1 Discusses possible improvements in police department.
  - 12.2 Exchanges information with other officers about situations requiring awareness.
  - 12.3 Receives information on new policies, procedures, laws, and regulations.
- 13.0 Participates in police training, including weapons use, field sobriety testing, laws, regulations, first aid, etc.
- 14.0 Testifies in local and state courts.
- 15.0 May act as bailiff for Centralia Municipal Division Court.
  - 15.1 Maintains order of court and defendants.
  - 15.2 Takes subjects into custody for warrants.
- 16.0 Maintain departmental vehicles.
  - 16.1 Checks tires, engine operation, appearance of vehicle, and engine fluid levels and all emergency equipment.
  - 16.2 Checks weapons to ensure proper cleanliness and proper working order.
  - 16.3 Checks radar for proper operation.
- 17.0 Performs related duties as needed or assigned.

#### **MINIMUM QUALIFICATIONS**

- 1. Excellent health and physical condition to permit often strenuous work under varying weather conditions.
- 2. Possess a valid Missouri Driver's license and a good driving record.
- 3. Be a Certified Police Officer in the State of Missouri.
- 4. Demonstrated ability to understand and accurately follow both oral and written instructions.
- 5. Demonstrated ability to maintain written records accurately and legibly.
- 6. Excellent work history and attendance record.
- 7. No felony convictions.
- 8. Citizen of the United States.
- 9. 21 years of age.