

## POLICE PATROLMAN

General Statement of Duties: Performs general duty police work in the protection of life and property through the enforcement of laws and ordinances; does related work as required.

Distinguishing Features of the Class: This is general duty police work consisting of routine patrol work in an assigned area, preliminary investigation and miscellaneous duties incidental thereto performed in accordance with departmental rules and regulations. A senior officer regularly checks the work and gives specific instructions and assistance when special problems arise, although a Police Patrolman is required to exercise initiative and discretion when faced with emergency conditions. The work involves an element of personal danger. A Police Patrolman may be assigned to make plainclothes investigations.

Examples of Work: (Illustrative Only)

- Enforces the laws and ordinance of the City and all other pertinent laws;
- Patrols an assigned area during a specific period in motorized police equipment or on foot;
- Checks doors and windows and examines premises of unoccupied buildings or residences in order to detect any suspicious conditions;
- Investigates suspicious conditions and complaints and makes arrests of persons who violate laws and ordinances;
- Accompanies prisoners to headquarters, jail or court and appears in court as arresting officer;
- Testifies in court as required;
- Directs traffic and either arrests or gives violation tickets to those who break traffic laws;
- Checks automobile parking in restricted areas and gives violation tickets when necessary;
- Works at desk and answers telephone, dispatches patrol cars, operates radio transmitter, maintains records, prepares reports and performs other clerical and administrative duties;
- Attends fires or accidents in assigned area as directed, gives all possible assistance and prepares necessary reports;
- Maintains order in crowds and attends parades, funerals and other public gatherings;
- Searches for stolen cars 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 and general information to the public;
- Oversees custody and care of prisoners when assigned to jailer duty;
- Prepares comprehensive reports of activities for review of superior officers;
- Acts for Police Sergeant in his absence as directed.

Required Knowledge, Skills and Abilities: Good social and general intelligence; ability to understand and carry out complex oral and written instructions; good knowledge of first-aid methods; good judgment; ability to drive an automobile; some skill in the use of firearms; good powers of observation and memory; excellent moral character; physical strength and agility; excellent physical condition.

Acceptable Experience and Training: Completion of a standard high school course.