

# Oelwein Police Department

## Patrolman



<i>Effective Date</i>	<i>Number:</i> Chapter 01 Section 06
<i>Subject</i> <b>Patrolman</b>	
<i>Reference</i>	<i>Special Instructions</i>
<i>Distribution: All Staff</i>	<i>Reevaluation Date</i> April 19, 2013
<i>No. Pages</i> <b>03</b>	

### I. GENERAL PURPOSE

An officer of the department that performs a variety of routine and complex public safety work in the performance and police patrol, criminal and traffic investigation, traffic regulation, and related law enforcement activities.

#### A. Supervision Received:

- The rank of Patrolman works under the general supervision of the Chief of Police, Police Captain, Police Lieutenant.

#### B. Duties and Responsibilities:

- Taking calls for service.
- Patrolling to deter and detect crime.
- Investigating complaints.
- Citing and/or arresting law violators.
- Following up on pending reports and cases.
- Preparing and/or serving civil processes.
- Protecting persons and property.
- Securing and protecting prisoners.
- Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.
- A Patrolman will perform duties as assigned by the Chief of Police, Captain, and/or Lieutenant.

- Participates in investigating criminal law violations occurring within the City Limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- Works an assigned shift.
- Maintains normal availability by radio or telephone for assistance with major emergencies or investigations.
- Carries out duties in conformance with Federal, State, County, and City Laws and Ordinances.
- Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

#### C. Peripheral Duties:

When not responding to calls for service, the officer is expected to use self-directed work time in an efficient manner by self-initiating work on those tasks identified by supervisory personnel as priorities for this job position. As necessary, the officer may be required to temporarily assume the duties, activities and tasks of the first-line supervisor.

With or without accommodations, a police officer must be able to:



- Get along well with others.
- Have regular and predictable attendance.
- Ensure the general safety of the public.
- Drive emergency vehicles under stressful conditions.
- Qualify with firearms and other offensive and defensive weapons.
- Use physical force to control and arrest law violators.
- Exercise rational judgment.
- Maintain the confidence and trust of peers, superiors, and general citizenry.
- Work independently of direct supervision

#### **D. Cause for Removal:**

An officer may be removed for cause with or without fault. Cause includes, but not limited to:

- Economic conditions that cause reductions in work force.
- The member's inability to attend regularly to work.
- Failure to perform competently on any of the essential functions of the position or consistently fail to perform competently on regular tasks.
- Failure to support the mission
- Failure to uphold the oath of office.
- Failure to behave in a manner that supports the Police Officer's Code of Ethics.
- Failure to continually comply with preconditions for original employment.
- Failure to display due regard for the civil liberties of any persons.
- Accruing atypical amounts of dysfunctional work time.
- Requiring atypical amounts of supervisory counseling or remedial training.

#### **E. Desired Minimum Qualifications:**

*Entry Level General:*

- Must be 21 years or older at the time of employment.
- Must possess, or be able to obtain by time of hire, a valid State Driver's

License without record of suspension or revocation in any state.

- Felony convictions and disqualifying criminal histories within the past seven years are not allowed.
- U.S. citizen.
- Must be able to read and write the English language.
- Must be of good moral character and of temperate and industrious habits (Substitute any local civil service or statutory requirements as applicable, here).
- Ability to meet Department's physical standards.

*Education and Experience:*

- High school diploma or equivalent supplemented by a two year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field, or
- Three years experience as a full time certified police officer, or
- An equivalent combination of education and experience.

## **II. GENERAL WORK CONDITIONS**

Work conditions vary by shift. The majority of tasks are performed outside while working from a police cruiser. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc.

Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses' or suspects' testimonies, etc. However, physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, officers must



maintain a physical and mental state of fitness and readiness that will enable them to handle (with minimal force and often without backup) recurrent contacts and involvement with dangerous and potentially dangerous people, animals, and equipment.

**A. Tools and Equipment Used:**

- Police car, police radio, radar gun, handgun and other weapons as required, ASP baton, handcuffs, pager, first aid equipment.

**B. Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, talk and/or listen attentively. The employee is occasionally required to stand, walk, use hands to handle or feel objects, tools, or controls; or to reach with, hands and arms, in various positions and conditions.
- The employee may need to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.
- The employee must occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, the ability to adjust focus, and 20\100 corrected to 20\20.

**C. Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals

with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently works in outside weather conditions.
- The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
- The noise level in the work environment is usually moderate.