



# Burlington Police Department

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## Patrol Officer

### A. Summary

A patrolman assigned to the Patrol Division shall be responsible for the efficient performance of all duties in conformance with the rules, regulations, policies and procedures, and orders contained in all manuals issued by the Department, whether in print form or electronic media.

His/her mission shall consist of, but not necessarily be limited to, a number of general police responsibilities necessary to the stability of the community.

He/she shall be expected to:

1. Identify criminal offenders and criminal activity and, where appropriate, to apprehend offenders and participate in subsequent court proceedings.
2. Reduce the opportunities for the commission of some crimes through preventive and directed patrols and crime prevention measures.
3. Aid individuals who are in danger of physical harm.
4. Protect constitutional guarantees.
5. Facilitate the movement of people and vehicles.
6. Assist those who cannot care for themselves.
7. Resolve conflict.
8. Identify problems that are potentially serious law enforcement or governmental problems.
9. Create and maintain a feeling of security in the community.
10. Promote and preserve civil order.
11. Provide other services on an emergency basis.
12. Perform other related specific duties and responsibilities as required by the Chief of Police or his designee.

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### **B. General Duties and Responsibilities**

1. Exercise authority consistent with the obligations imposed by his/her oath of office and be accountable to his superior officers, promptly obeying legitimate orders.
2. Coordinate his/her efforts with those of other members of the Department so that their teamwork may insure continuity of purpose and maximum achievement of police objectives.
3. Communicate to his/her superiors and co-workers all information he may obtain which is pertinent to the achievement of police objectives.
4. Be available for duty at all times in case of special needs or emergencies and respond punctually to all assignments.
5. By study and research, become familiar with advanced techniques and ideas designed to improve police performance.
6. Acquire and record information concerning events that have taken place since his/her last briefing and be continuously attentive to instruction.
7. Record all activity during his/her tour of duty in the manner prescribed to him/her by his/her supervisors.
8. Devote the maximum possible time to the performance of his/her assigned duties.
9. Maintain weapons and equipment in a functional, presentable condition, promptly correcting defects and reporting any serious defects to his/her superior.
10. Make reports of crimes, accidents, and other incidents in conformity with the procedures outlined in current directives for their accurate and complete preparation.
11. Exert every effort to satisfy the needs of citizens requesting service, assistance, or information, and courteously explain any instance where jurisdiction does not lie with the police department and suggest other procedures to be followed.
12. Be accountable for the securing, receipting, and proper transportation of all evidence and property coming into his/her custody.

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13. Be alert to the development of conditions tending to cause crime, take preventive actions to correct such conditions and inform his superiors as soon as the situation permits.
14. Conduct a thorough investigation of all offenses and incidents within his/her area of assignment and scope of activity.
15. He/she shall collect evidence and record data, which will aid in identification, apprehension, and prosecution of offenders and the recovery of property.

### C. Specific Duties and Responsibilities

#### 1. Patrol

- a. Patrol assigned area for the general purposes of crime prevention and enforcement. Pay special attention to those public offenses and criminal activities that are more likely to occur during one's tour of duty. Patrol includes: Apprehending persons violating the law or wanted by police; public assembly checks; building security checks; legal interrogation of suspicious adults and juveniles; issuing traffic citations; locating fires; reporting street light and traffic signals out of order, street hazards, and other safety problems; and, checks of schools, parks, and playgrounds.
- b. Examine in the nighttime doors and windows of business places in his/her assigned area of patrol to see that they are properly secured. If any door or window is found to be unsecured, he/she shall notify the station and take immediate measure to secure the property if it is apparent that the owner inadvertently left the door or window open. However, if it appears that the door or window was forced open to gain unlawful entry into the building, he shall immediately notify his/her superior officer of the situation and request assistance to search the premises.
- c. Become thoroughly familiar with his/her assigned route of patrol. This includes: residents, merchants, and institutions; roads, alleyways, and paths; conditions that contribute to crime and resources for emergency or other assistance, such as the location of fire boxes and telephones.
- d. Remain in his/her assigned sector throughout a tour of duty except when a police emergency necessitates a temporary absence, or when a superior officer or the dispatcher has issued such authorization.
- e. Patrol every part of his/her beat giving particular attention to and

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frequently rechecking locations where the crime hazard is great.

In so far as possible, he/she shall not patrol his area according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location least expected.

- f. Be alert for all nuisances, impediments, obstructions, defects, or other conditions that might endanger or hinder the safety, health, or convenience of the public within his/her patrol area.
- g. Take measures to direct the flow of traffic in his/her area during periods of congestion.

h. Observe the following when assigned to traffic duty:

1. Direct and expedite the flow of traffic at assigned intersections, keeping in mind his/her duty in preventing accidents, protecting pedestrians, and ensuring the free flow of traffic.
2. Enforce the parking bylaws and motor vehicle laws in the area.
3. When called from a traffic post for emergency police service, respond immediately and notify the station at the earliest possible opportunity.
4. Wear the prescribed traffic safety clothing and equipment.

1. Keep portable radio equipment in operation at all times and be thoroughly familiar with departmental policy concerning the use of the radio. Give location when contacted by radio.

J. Be prepared to participate in special operations such as directed patrol, roadblocks, selective enforcement or others.

## 2. Service to Public

- a. Respond to situations brought to his/her attention while in the course of routine patrol or assigned by radio. Render first aid to persons who are seriously ill or injured; assist physically and mentally challenged individuals, lost persons, or other persons needing police assistance.
- b. Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to persons or agencies

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where they can obtain further assistance.

- c. Preserve the peace at public gatherings, neighborhood disputes and family quarrels.

### 3. Report Writing

- a. Complete detailed crime reports on all reported public offenses, crimes and vehicle accidents. In cases where an **arrest** is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an investigation report and secures the property according to established departmental procedures.
- b. Take statements from witnesses, suspects, and complainants at the scene of serious offenses and traffic accidents.
- c. Complete brief incident reports on assignments where no offense has occurred or further police action is not required.
- d. When an officer is involved in a situation where there are unfavorable public reactions, or charges are made against the officer, submit a report through command channels explaining the circumstances in detail.

### 4. Miscellaneous Activities

- a. When directed by a superior officer, serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately.
- b. Guard prisoners who are receiving treatment at the hospital.
- c. When dispatched, leave assigned area to assist fellow officers on calls of a serious or dangerous nature.
- d. Confer with the court prosecutor and, when assigned, testify in court.
- e. Accomplish other general duties and functions as they are assigned or become necessary.

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- f. If assigned to operate a motor vehicle.
    - 1. See that it is well maintained mechanically and that it is kept clean both inside and outside.
    - 2. Inspect the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately report all defects and damages observed to the Shift Commander and complete all reports and forms required to document such observations.
    - 3. Have a valid Massachusetts's operator's license.
    - 4. Operate the radio in accordance with FCC regulations and current departmental procedures.
    - 5. Remove the keys whenever the patrol car is left unattended for any reason.
  - g. Always drive the assigned vehicle with due regard for the safety of all. When on regular patrol, drive at a speed and in such a manner as will enable one to see any conditions in the assigned patrol area which may require police attention.
  - h. Be prepared for inspection of uniforms, equipment and general appearance.
5. When Responding to the Report of a Crime or Serious Incident
- a. Use the siren and flashing lights when it is necessary to do so to ease passage through traffic, provided their use does not defeat more important police purposes such as maintaining the element of surprise.
  - b. When approaching the area of a crime scene, note any weapons in the vicinity and the registration numbers of vehicles leaving the area. Secure, or arrange for the securing of any weapons.
  - c. Preserve any crime scene until a superior officer or detective arrives when such crime scene is encountered or when dispatched to the scene as the first responding officer.
  - d. Keep the dispatcher and Shift Commander informed of all pertinent information relating to the crime scene or serious incident area until a superior officer arrives to take command.

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- e. Consistent with responsibilities at the scene, and with orders received from superiors, resume regular patrol as soon as possible.

### D. Duties by Assignment

Patrol officers may be given one or more of a variety of assignments or special assignments offered within the Department. These include assignments such as: detective, juvenile officer, field training officer, D.A.R.E. officer, crime prevention officer, selective enforcement/traffic officer, and others, including assignment to special units.

### E. Knowledge, Skills, and Abilities

Working knowledge of modern police science techniques, methods and procedures, and the ability to carry out the same. Knowledge of Federal, State, and Town laws and bylaws, and court decisions relative to police officer enforcement abilities and restraints. Ability to deal effectively and courteously with others. Ability to observe situations analytically and objectively, to record them clearly and completely, and to determine the proper course of action to be taken. Ability to enforce laws, bylaws, and regulations with firmness, tact, and impartiality. Ability to utilize self-defense techniques and firearms. Ability to express oneself clearly and concisely, both orally and in writing. Ability to operate motor vehicles under emergency situations.

Reviewed: 6/5/19