



JOB DESCRIPTION

CITY OF LAWRENCE

JOB TITLE: ROAD PATROL OFFICER

DEPARTMENT/DIVISION: POLICE/PATROL-RESERVES

LATEST REVIEW DATE: 04/2014

I. Class Title: Road Patrol Officer

A. Examples of Duties; subject to approval and supervision of a Shift Supervisor:

1. Patrols assigned area in vehicle and on foot; maintains high patrol visibility to assist in crime prevention; actively performs routine beat patrol, concentrating on high incident areas, to detect possible criminal activities or needs for service; regularly checks businesses and residential areas; monitors radio broadcasts by Communications and other officers to ensure awareness of activities in area and to provide assistance, if needed; identifies, reports, and responds to suspicious activities or needs for service.
2. Performs variety of police-community relations functions; meets and talks with citizens, providing information and advising of safety measures; visits local businesses to determine needs for service; assists motorists, providing directions; talks with juveniles on district to establish rapport; makes presentations to neighborhood organizations and block clubs; participates in Departmental ride-along program to provide citizens with first-hand knowledge of police operations.
3. Performs duties relating to service and assistance (lost child, injured persons, walk-a-ways, prowlers, abandoned vehicles, dog bites, civil law disputes, vehicle inspections, etc.); responds to scene through radio runs, notification, or observation; evaluates situation to determine needs (assistance from others, other agency contact, ambulance, etc.); identifies and implements appropriate course of action.
4. Receives emergency and non-emergency radio runs and information from Communications; acknowledges runs dispatched by telecommunicators and notes relevant information; responds to run, using siren and/or red lights in emergencies; advises control of status of initial response; marks back in service upon completion of activities.
5. Prepares reports (incident reports, warrant information sheets, probable cause affidavits, accident reports, arrest slips, Uniform Traffic Tickets (UTTs), property slips, inter-departmental memorandums, etc.) relating to activities in accordance with General Orders; observes and records events; checks reports for accuracy; submits to appropriate personnel; maintains personal notebook of activities.
6. Performs duties relating to criminal investigation and apprehension (investigation, pursuit, apprehension, arrest, evidence collection and protection, etc.); responds to scenes of possible criminal activity through radio runs, notification, or observation; assesses scene to determine situation needs (assistance from other officers, ambulance, detective, K-9, etc.); provides assistance to victim(s); searches and secures crime scene; interviews victims and witnesses to determine and verify nature of offense and identify suspect(s); notifies Communications of descriptions for broadcast; assists in pursuit (foot and vehicular) and/or apprehension of suspects; interrogates suspects, advising of Constitutional rights; makes arrests using only that force necessary; conducts search of arrested suspects; ensures suspects are transported to appropriate detention area and evidence is secured; advises victims of procedures to follow in prosecution.
7. Performs duties relating to disturbances and domestic violence; responds to scene through radio runs, notification, or observation; evaluates situation to determine needs (assistance

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from other officers, ambulance, etc.); administers first aid, if needed; assists in resolution of conflicts; subdues violent subject using only that physical force necessary; makes arrests as needed to preserve peace, advising subject of rights; conducts search of arrested subject; ensures subject is transported to appropriate detention area; provides referral information as appropriate; advises victim of possible courses of action.

8. Performs duties relating to traffic enforcement; observes traffic violations; stops vehicles; checks registration and licenses for status; advises driver of violation committed and need to maintain safe driving practices; conducts or requests breathalyzer tests, if indicated; issues citations and makes arrests to enforce law, advising violator of rights; conducts search of arrested violator; ensures arrested violator is transported to appropriate detention area and vehicle is secured.
9. Performs duties relating to accident investigation and assistance; responds to accident scene through radio runs, notification, or observation; assesses scene to determine situation needs (assistance from others, ambulance, accident investigator, fire rescue, etc.); assists in extraction of victims and provision of first aid; secures scene to prevent further incidents; conducts investigation, gathering evidence, taking statements, and preparing diagrams; conducts or requests breathalyzer tests, if indicated; issues citations and makes arrests to enforce law, advising violator of rights; conducts search of arrested violator; ensures arrested violator is transported to appropriate detention area and evidence is secured; releases vehicles and clears scene.
10. Testifies in court; prepares for testimony, reviewing reports and notes; meets with victims, witnesses, detectives, defense attorneys, and representatives from Prosecutor's Office to review case; obtains appropriate evidence from Property Room; appears in court per General Orders; presents testimony in accordance with Departmental policy.
11. Prepares for daily duties; attends roll calls to obtain information relating to patrol and administrative functions; reviews crime information sheets and information from other officers to plan patrol duties; reviews personal notes of beat information (location of businesses, business hours, entrances/exits of businesses prone to criminal activity, elderly persons residing in area, areas noted for locating stolen property); receives work direction from supervisors.
12. Maintains liaison with detectives, officers on adjoining beats, other Departmental personnel, deputy prosecutors, and personnel in adjacent jurisdictions, to share information and coordinate activities.
13. Serves search and arrest warrants and criminal summonses issued by courts, securing location and maintaining officer safety.
14. Assists in traffic control (both pedestrian and vehicular) at scenes of special events or disasters to ensure orderly flow of traffic.
15. Maintains uniform and equipment in accordance with General Orders; maintains supply of forms and reports needed to perform duties; ensures vehicle is kept in good working order; maintains weapons in accordance with Departmental policy.
16. Attends training sessions (in-service, defensive driving, firearms) to obtain information on new procedures and maintain compliance with Departmental standards.
17. Performs other duties as directed.

B. Working Conditions:

1. Permanent shift with rotating days off; field conditions; exposure to extreme weather conditions, armed and/or dangerous persons, arrest of felons, individuals with contagious diseases, and hazards associated with emergency driving and traffic control.

C. Worker Characteristics:

1. Knowledge of:

- a. Lawrence Police Department General Orders;
- b. Law enforcement theories, methods, and procedures;
- c. Patrol theories, methods, and procedures;
- d. Criminal, traffic, and juvenile laws;
- e. Laws and procedure of search and seizure, arrest, interrogation and confession, evidence, and crime scene protection;
- f. Interview procedures and methods;
- g. Court policy and procedures;
- h. Officer safety procedures;
- i. Law enforcement information systems (IDACS and NCIC);
- j. Police report writing;
- k. Juvenile delinquency;
- l. Crime prevention;
- m. Community relations;
- n. Community service agency functions;
- o. Crisis intervention;
- p. First aid;
- q. City geography;
- r. Defensive driving techniques;
- s. Firearms responsibility;
- t. Police radio procedures.

2. Ability to:

- a. Apply principles to solve practical problems;
- b. Analyze problems quickly and take appropriate action under stress;
- c. Handle sensitive and hostile public contacts;

- d. Communicate effectively, both orally and in writing;
 - e. Observe and record events accurately and completely;
 - f. Write routine reports;
 - g. Establish rapport with juveniles.
3. Skills in operation of:
- a. Issued vehicle, equipment and weapons.
4. Other requirements:
- a. Maintenance of physical, mental, and emotional condition needed to maintain minimum standards, including but not limited to EVO, firearms and defensive tactics, established for a police officer.