IV. POLICE/PATROL OFFICER

To provide law enforcement duties in protecting and serving the public by enforcing state and local laws within the jurisdiction of the city of South Sioux City. To ensure the safety of the public. A police/patrol officer is responsible for the efficient performance of required duties conforming to the rules, regulations, and general orders contained herein. Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community. A police/patrol officer shall:

(a) Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
(b) Reduce the opportunities for the commission of crime through preventive patrol and other measures.
(c) Aid persons who are in danger of physical harm.
(d) Facilitate the movement of vehicular and pedestrian traffic.
(e) Identify problems that are potentially serious law enforcement or governmental problems.
(f) Create and maintain a feeling of security in the community.
(g) Promote and preserve peace.
(h) Provide other emergency services.

The police/patrol officer position is primarily non-supervisory. Police officer duties are performed on an assigned shift under the general guidance of the shift supervisor or Sergeant. Police/patrol officers may assume supervisory duties when so appointed by a competent authority.

A. Main responsibilities:

1. To enforce traffic laws for the purpose of reducing accidents and improving traffic safety.

2. Investigates all phases of criminal activity for the protection of life and property.

3. Conducts crime prevention activities for the education of the public on police procedures and the prevention of crime (i.e., conducts school, service organization, and community awareness programs).

4. Apprehends all violators of misdemeanor and felony crimes.

5. Conducts police patrol for the purpose of eliminating and detecting criminal behavior.

6. Participates effectively in the judicial system in the prosecution of suspects in criminal activity.

7. Performs duties as Police Liaison Officer to the school system. Gives safety talks, drug and alcohol presentations and informational lay seminars.

8. Deals tactfully, courteously and remains composed with the public in highly stressful situations.

9. Exercise authority consistent with the obligations imposed by the oath of office and is accountable to superior officers. Promptly obey legitimate orders. Where orders conflict, consult RR 1-2.3.

10. Coordinate efforts with other members of the department so that teamwork may ensure continuity of purpose and achievement of police objectives.

11. Communicate to superiors and to fellow officers all information obtained which is pertinent to the achievement of police objectives.

12. Respond punctually to all assignments.

13. Acquire and record information concerning events that have taken place since the last tour of duty.

14. Record activity during tour of duty in the manner prescribed by proper authority.

15. Maintain weapons and equipment in a functional, presentable condition.

16. Assist citizens requesting assistance or information. Courteously explain any instance where jurisdiction do□s not lie with the police department and suggest other procedures to be followed.

17. Be accountable for the securing, receipt, and proper transporting of all evidence and property coming into custody.

18. Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.

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

20. Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.

21. Cooperate with the efforts of other law enforcement agencies.

22. Participate successfully in continuing education programs, seminars, and law enforcement self-study on a regular basis.

23. Perform other duties assigned.

B. Essential job functions:

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers arid weapons and resort to the use of hands and feet and other approved weapons in self-defense.

2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.

3. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, when force may be used and to what degree.

4. Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits; in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow.

5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

6. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.

7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicle; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

8. Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.

9. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.

10. Conduct visual and audio surveillance for extended periods of time.

11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of building to ensure they are secure.

12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.

13. Demonstrates communication skills in court and other formal settings.

14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.

15. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.

16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging, and carrying people away from dangerous situations and securing and evacuating people from particular areas.

17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.

18. Put on and operate a gas mask in situations where chemical munitions are being deployed.

19. Extinguish small fires by using extinguisher and other appropriate means.

20. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits, and warrants.

21. Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.

Note: The successful applicant must be able to perform ALL of the above essential job functions of an experienced police officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility, and strength.

C. Specific duties and responsibilities - preventive patrol:

1. Patrol an assigned area for generic purposes of crime prevention and law enforcement. Patrol includes:

(a) Being thoroughly familiar with the assigned route of patrol. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported. The location of fire hydrants, telephones and other emergency services should be noted.

(b) Apprehending persons violating the law or wanted by the police.

(c) Completing detailed reports on all crimes, vehicle accidents and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with required crime reports. When property is recovered, or additional information is discovered pertaining to a previously reported offense: the officer completes an investigation report.

(d) Building security checks.

(e) Observing and interrogating of suspicious persons.

(f) Issuing traffic citations.

(g) Being alert for and reporting fires.

(h) Reporting street light and traffic signals out-of-order, street hazards, and any conditions that endanger public safety.

(i) Checking of schools, parks, and playgrounds.

(j) Responding to any public emergency.

2. Conduct a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collect evidence and record data, which will aid in identification, apprehension, and prosecution of offenders, as well as the recovery of property.

3. Be alert to the development of conditions tending to cause crime or indicative of criminal activity. Take preventive action to correct such conditions and inform superiors as soon as the situation permits.

4. Respond to situations brought to the officer1s attention while in the course of routine patrol or when assigned by radio. Render first aid, when qualified, to persons who are seriously ill or injured. Assist persons needing police services.

5. Remain on assigned route throughout the tour of duty except when a police emergency necessitates a temporary absence: or when the shift supervisor or senior police officer on duty or the dispatcher has issued authorization for a temporary absence.

6. Patrol area giving particular attention to and frequently rechecking locations where the crime hazard is great. In so far as possible, a patrol officer shall not patrol an area according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location when least expected

7. 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 the patrol area.

8. Concerning a patrol vehicle:

(a) See that it is well maintained mechanically and that it is kept clean both inside and out.

(b) Inspect the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately report all defects and damages sustained to the

vehicle to the proper authority and complete all reports and forms required by current procedures.

(c) Remove the keys whenever the patrol car is left unattended for any reason.

(d) Use only the vehicles assigned by the shift supervisor or senior police officer on duty.

(e) Operate the radio in line with FCC regulations and current department procedures.

(f) Ensure that the assigned vehicle's gas tank is full before the completion of each tour of duty .

9. Keep radio equipment in operation at all times and be thoroughly familiar with departmental policy concerning use of the radio.

10. Take measures to direct the flow of traffic in the area during periods of congestion.

11. Notify the shift supervisor or senior officer on duty if more than a temporary absence from regular duties is required.

D. Specific duties and responsibilities – traffic patrol:

1. Direct and expedite the flow of traffic at assigned intersections keeping in mind the duty as a traffic officer in preventing accidents, protecting pedestrians and ensuring the free flow of traffic.

2. Enforce the parking ordinances and motor vehicle laws in the patrol areas.

3. Be alert for traffic safety conditions, which may endanger or inconvenience the public and report such conditions to the shift supervisor.

4. Respond immediately when called from a traffic post to render emergency police service. Notify the shift supervisor at the earliest possible opportunity.

5. Wear the prescribed traffic safety clothing and equipment.

E. Personal characteristics:

Since police officers are required to enforce the law and they are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a "business necessity" that officers exhibit a history and characteristics of honest, reliability, ability to manage personal finances, interpersonal skill and integrity.

Additionally, police officers are frequently placed in a position of physical and mental stress. Therefore, a history of mental or physical disability may be grounds for denying employment; or, these factors might be a consideration in the hiring

process. Applicants posing a substantial risk of injury to themselves, other officers, and the public are at a substantial disadvantage in the hiring process.

F. Knowledge, skills, experience required or preferred:

Some knowledge of the philosophy, objectives and practices of counseling, particularly as related to juveniles; some knowledge of the fundamental principles of adolescent psychology; some knowledge of police investigative techniques and techniques of identification; general knowledge of rules of evidence, and laws of search and seizure; ability to analyze evidence; ability to question and interview skillfully; ability to organize and prepare clear and concise oral and written reports; skill in the use of firearms; possession of physical ability and endurance; skill as a public speaker; ability to establish effective working relationships with juveniles, parents, school officials, fellow workers and the public. Successful completion of high school or G.E.D. equivalent. The ability to remain composed and efficient in a highly stressful environment and occasionally fast-paced situations. Successful completion of Nebraska Law Enforcement Training Center course of Police Officer Basic Training. Must possess a valid Nebraska driver's license, current weapons certification, CPR and First Aid certification. Must possess excellent human relations skills including but not limited to: patience, common sense, effective listening skills, good memory, and the ability to work effectively with people from many different backgrounds. Must present a professional image in terms of appearance, ethics and attitude.