

# BEACHWOOD POLICE DEPARTMENT

JOB DESCRIPTIVE STATEMENT: <b>PATROL OFFICER</b>	
EFFECTIVE DATE: 01/02/2007	AMENDS/SUPERSEDES: p. 142 (1997)
CROSS REFERENCE: Chapter 6	REVIEW DATE: November and prior to new hiring

## OVERVIEW

The position of patrol officer involves performing traditional and non-traditional law enforcement functions in a community involved and problem solving policing environment. The patrol officer performs a role based on public trust. The actions and behavior of all patrol officers must not cause damage or endanger the loss of trust and credibility with the public. This may require that a police officer be held accountable to a higher standard of behavior both on and off-duty, than might be expected of the general public.

**NOTE:** Patrol officers who complete the O.P.O.T.A. Master Criminal Investigations course curriculum may use the title “**Investigator**” and may work as a shift patrol officer, or may be assigned to fourth platoon investigations. Patrol officers assigned to the detective bureau shall use the title “**Detective**,” however, there will not be any differentiation in regards to rank and salary for either position.

## CLASSIFICATION IDENTIFICATION

Sworn, Classified, Civil Service, Full Time

## SUPERVISION RECEIVED AND EXERCISED

The position of patrol officer is under the direct supervision of a police sergeant or lieutenant on a shift, but the employee must be able to work under minimal supervision. The nature of police patrol activity requires it to be performed largely in unsupervised conditions and under circumstances which require rational, reasonable and knowledgeable responses to actions by the individual officer. It is expected that regardless of the activity, the proper exercise of good judgment will be the guiding tenet.

## DUTIES AND RESPONSIBILITIES

- Protect the lives and property of the people of the City of Beachwood.
- Provide a sense of security and comfort to citizens and the transient population by being visible and approachable as well as proactive in the prevention of crime.
- Use proper discretion and judgment in enforcing laws and ordinances.
- Patrol the assigned zone, concentrating on high frequency crime areas and known trouble spots; be alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress.
- Respond to all calls in assigned zones and closely monitor radio traffic to respond to calls in adjoining areas.
- Make preliminary investigations at scenes of incidents to which summoned or observed and determine what, if any, crime has been committed.
- Investigate traffic crashes, make reports, and provide any services necessary such as first aid, tow service, and traffic control.
- Perform all other duties as assigned by the sergeant, lieutenant, chief of police or his/her designee.

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### **DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES**

- Comprehensive knowledge of the department's rules, orders, policies and procedures, as well as the state laws and city ordinances.
- Ability to understand and execute complex written and oral instructions.
- Ability to learn and retain a thorough knowledge of the City of Beachwood including not only its physical characteristics, but also its normal routine of events and the usual behavior patterns of its residents.
- Ability to exhibit courage, initiative, problem solving capacity, sound judgment and good human relations skills in coping with the numerous situations which may be encountered.
- Ability to demonstrate firmness, mature judgment and a fair, unbiased, professional manner in your conduct when dealing with members of the public, offenders and other members of the criminal justice system.
- Ability to learn to competently conduct investigations.
- Ability to learn to prepare written reports, records and correspondence in accordance with generally accepted police practices and departmental policies and procedures.
- Ability to learn to control traffic and investigate vehicle crashes.
- Ability to maintain a good working relationship with co-workers and superiors.
- Ability to communicate clearly and effectively, orally and in writing.
- Ability to testify professionally and credibly in court proceedings.