

## **Police Officer Duties and Responsibilities**

### **General Responsibilities Summary**

The incumbent performs tasks related to: the protection of life and property and the preservation of the public peace and order; the enforcement of Federal State and local laws; and the control and direction of vehicular traffic.

### **Essential Functions**

*The list of essential functions is not exhaustive and may be supplemented as necessary. Other duties may be assigned. Regular and predictable attendance and punctuality are essential functions of this position.*

#### **Community policing duties:**

1. Patrols assigned neighborhood on foot or in a patrol car on daily/night shift.
2. Answers calls for assistance; assists disabled or stranded motorists or citizens in various ways, including changing tires or pushing vehicles.
3. Checks doors and windows and examines premises of occupied and unoccupied buildings and residences to detect and investigate suspicious conditions; identifies crime and disorder related problems; analyzes problems and develops responses to eliminate or minimize the problem; successfully carries out problem responses; identifies and activates available resources.
4. Responds to alarm systems for signs of unlawful entry.
5. Investigates complaints of family disputes and public disturbances and restores or maintains order, using physical force if necessary.
6. Checks vehicles against stolen vehicle reports.
7. Serves as a public relations liaison between the citizens and the Police Department; attends neighborhood association and other organizations' meetings to answer questions and provide information relating to police events and departmental responses; communicates frequently with citizens in assigned areas to get information and evidence regarding problems and concerns; assists citizens in finding solutions to problems; advises citizens on crime prevention and self protection methods.
8. Collaborates with other governmental and non-governmental organizations and individuals to resolve problems; prepares crime information maps and provides prevention techniques for utilization by neighborhood watch groups and others.
9. Attends related training classes and schools.

#### **Traffic control and investigation of traffic accidents:**

1. Reports hazardous roadway conditions and defective traffic control equipment to proper departments.
2. Directs traffic under emergency conditions.
3. Administers field tests for suspected intoxication; issues traffic citations.

4. Calls for supplemental emergency services as needed.
5. Applies emergency first responder care if necessary.
6. Reroutes or directs traffic around accident scene; controls spectator access to accident scene.
7. Moves, or makes arrangements to move, damaged vehicles.
8. Protects accident evidence for collection.
9. Interviews victims and other involved in traffic accident scene; collects traffic accident evidence; completes accident report.

**Investigates criminal cases:**

1. Conducts preliminary or complete investigations.
2. Locates and questions witnesses and potential witnesses.
3. Identifies suspects through records and pictures.
4. Studies background, rap sheet, and MO of suspects prior to interrogations.
5. Interrogates suspects in the field; takes statements or depositions.
6. Serves search warrants and searches premises or property.
7. Sketches crime scene and records measurements.
8. Marks physical evidence for later identification; sends evidence to lab for analysis; takes custody of stolen or lost property.

**Apprehends and arrests suspects:**

1. Files complaint and obtains arrest warrant.
2. Serves arrest warrant, searches subject.
3. Subdues resistant subject if necessary; engages in vehicular or foot pursuit as necessary.
4. Advises suspects of their Miranda rights.
5. Conducts search for evidence in motor vehicle.
6. Escorts arrested persons to Detention Center for booking.
7. Completes arrest reports.

**Assists prosecutor and courts:**

1. Prepares charges for court docket.
2. Prepares evidence for submission in court.
3. Prepares criminal case file for prosecutor.
4. Testifies in court as needed.

**Prepares reports:**

1. Completes field interrogation card.
2. Keeps reference notebook.
3. Completes Offense Report, Traffic Accident Report, Curfew Violation Report, Truancy Violation Report, and other required reports and forms.

4. Queries, enters and/or deletes data in NCIC, ACIC computer systems or the department computer system; operates, including the entry of reports, the department computer system through fixed computers and/or mobile computers.

**Maintains equipment:**

1. Reports any malfunction to assigned vehicle.
2. Provides assigned vehicle for routine maintenance on schedule.
3. Keeps uniform and accessories in good condition.
4. Services and fires issued weapons as necessary to maintain good condition.

**Assists other local, State and Federal law enforcement agencies:**

1. Provides assistance with pursuit of suspected criminals.
2. Provides information to assist with criminal investigation by other agencies.
3. Provides crowd control assistance during special events in the area.

**Salary** 14-19 dollars per hour plus benefits; TMRS retirement plan, health insurance, vacation and sick leave

**NOTE:** The amount of time spent in a task area may vary from time to time.