

## **DUTIES AND RESPONSIBILITIES OF PATROL OFFICER**

- A. Under general supervision, a patrol officer will patrol streets, grounds, and buildings to protect the lives and property of Butler Township residents in addition to serving and protecting all people. A police officer serves as the front line officer of patrol and provides for public safety by maintaining order and responding to emergencies. The patrol officer will report promptly for duty at the designated time and place, in the appropriate uniform prepared to perform the following functions:

### **1. Assertive Patrol:**

- a. Officers shall protect the lives and property of the people of Butler Township by:
- Enforcing the criminal and traffic laws of the State of Ohio
  - Apprehending, arresting or issuing written citations and warnings to violators of the law
  - Initiating and conducting investigations as necessary to maintain peace and order in the Township by preventing, detecting and deterring criminal activity
  - Officers will uphold the constitutional rights of all people and enforce laws fairly and without bias.
- b. Conduct preventative patrol and directed patrol as necessary and will respond to criminal, traffic, civil and other citizen calls for service to:
- Investigate reported offenses
  - Prepare complete, accurate and grammatically correct reports of the situation.
  - Patrol an assigned area and concentrate on known trouble spots, special watch notifications, vacant residences and businesses checks to include liquor establishments.
  - Work closely with residents and community management to resolve problems within assigned areas
- c. Shall respond to all dispatched calls for service within the township, as well as mutual aid requests from other jurisdictions:
- Initiate investigations on suspicious circumstances and activities of suspicious persons encountered on patrol or when responding to calls using standard police practices while conforming to legal requirements
  - Take the necessary corrective action such as interviewing suspicious persons and completing field interview reports
  - Assists fire and EMS calls for service as well as assists other agencies as dispatched, requested or needed
- d. Patrol in marked patrol vehicles, unmarked patrol vehicles, ride bicycles and/or conduct foot patrol to patrol the Township.
- Shall be responsible to conduct routine preventive maintenance on departmental equipment
  - Conduct routine maintenance on assigned personal equipment
  - Care for all township equipment entrusted to their care.

## **2. Traffic Control:**

a. Officers shall control and regulate the movement of vehicular traffic within the Township and observe the flow of traffic to ensure public safety,

- Proactively correct violations and issue warnings or citations to violators
- Shall investigate traffic accidents to determine cause of crash, initiate reports and issue citations as necessary
- Keep accurate records of details to properly document crashes and photograph or draw diagrams of crash scenes
- Provide any services necessary to resume the normal traffic flow such as arranging for towing service and traffic direction around crash scenes if necessary to ensure the safety of motorists or pedestrians
- Shall monitor the roadways and signage for unsafe conditions
- Take the appropriate action to ensure the safety of the public to include rendering of first aid and/or CPR at scenes of medical emergencies

## **3. Investigations:**

a. Officers shall investigate all criminal activity including performing preliminary or full investigations (as assigned) of misdemeanors, felonies and traffic offenses and any other police related matters which occur within the jurisdiction to determine what, (if any) criminal offense has occurred and prosecute that offense in the appropriate court.

- Records facts to prepare appropriately detailed reports
- Takes custody of stolen, lost, or found property
- Collect complete and accurate evidence of criminal activity
- Process crime scenes to collect and preserve evidence
- Maintain chain of custody and submit evidence for testing when appropriate

b. Shall report all such activity in the prescribed manner and conduct preliminary or complete follow up investigations as assigned.

- Shall conduct surveillance of locations or persons as assigned
- Interview and take statements from witnesses, victims and suspects
- Contact complainants and witnesses in follow up investigations.
- Shall submit investigative reports to expedite review and follow up investigations
- Shall assist detectives at crime scenes

c. Shall whenever necessary, make arrests (both misdemeanor and felony) as required by law and complete the investigation to include:

- Initiate interviews of suspects, witnesses and victims
- Take written statements of the suspects, witnesses and victims
- develop probable cause for issuance of arrest or search warrants
- Effect the arrest of the suspect and complete the forms and paperwork necessary to file charges
- Search arrestees and their personal property after taking them into custody, while conforming to legal requirements and departmental policies to ensure the safety of the officer, arrestee and other personnel.
- File the criminal charges in the appropriate court system
- Transport the prisoner to the appropriate detention facility
- Process the prisoner through the booking process into the detention center

- Complete case preparation for presentation to appropriate courts
- Appear on time and in the proper attire for all court proceedings and present evidence or act as a witness by testifying in the appropriate court in traffic, criminal and civil matters and prosecute the charges through the appropriate court system

d. Shall represent the Township throughout the community in such a manner to create positive working relationships between the township administration and the community:

- Organizing and conducting community meetings and crime prevention programs
- Public presentations to community groups, schools and organizations on law enforcement issues
- Educate the public in law enforcement practices and application of the law
- Provide other public safety information or activities as needed
- Shall maintain a professional decorum and display proper attitude in all dealings with all persons including citizens, supervisors, and other departmental personnel

**4. Organizational Maturity/Leadership:** Officers shall perform other duties as assigned by supervisory staff to include, but not limited to:

- Shall perform other services to the citizens as they are assigned by supervisory personnel and shall be ever observant for the opportunity to serve the citizens *in their professional capacity*.
- Shall maintain regular and predictable attendance as scheduled and assigned and work as team members to develop good relations with fellow officers, public officials, citizens and other police agencies as part of the patrol operation effort to build positive working relationships
- Shall maintain a working knowledge of, and comply with all departmental policies and procedures as well as support and carry out the goals, objectives mission and values of the department
- Shall maintain a strong knowledge of the Ohio Revised Code and demonstrate the ability to research information and use reference materials when necessary to maintain a highly competent level of job knowledge, current law enforcement practices and technical proficiency by attending training on a regular basis as provided and assigned by supervisory personnel.
- Shall complete assigned specialized secondary responsibilities and be responsible for maintaining current knowledge on procedures and up to date techniques on the assigned secondary responsibility by attending training as scheduled.
- Shall complete all special projects, assignments and investigations as assigned by supervisory personnel in a timely fashion.
- Shall possess the authority to make decisions in carrying out the daily responsibilities. However, each officer shall be held accountable for the use of such authority.
- Shall keep the chain of command briefed on unusual and important matters as necessary.

**Characteristics & Qualifications for**  
**PATROL OFFICER:**

1) Must possess an understanding of the modern principles, methods, and procedures of the technical aspects of law enforcement including:

- Criminal investigation
- Identification and investigative techniques
- Techniques in collection and preservation of evidence
- Rules of evidence
- Arrest procedures
- Search and seizure procedures
- Patrol techniques
- Intelligence gathering/sharing
- Knowledge of criminal and traffic law and enforcement
- Crime prevention and public relations
- Thorough and current knowledge of federal, state and local criminal laws and the court decisions that affect their application.

2) Must possess a thorough knowledge of Butler Township and Butler Township Police Department rules, orders, policies and procedures

- Shall maintain familiarity with organizational and departmental administrative and management programs
- Shall maintain familiarity and an understanding of the goals and objectives of the organization
- Must demonstrate and exemplify personal characteristics of professionalism which provide a standard of excellence for which to strive by members of the entire organization.

3) Must possess the ability to understand and execute complex oral and written instructions and to prepare clear, comprehensive and grammatically correct reports

- Shall have the ability to communicate and record information in written form and must be skilled in active listening, writing, reading, comprehension, critical thinking, decision making, and time management as well as spelling, grammar, punctuation, legal terminology and phrases.
- Shall have an in-depth knowledge of commonly used computer programs as well as specific programs to the law enforcement profession such as LEADS, MDT operations, and CMI Report Management System
- Shall be competent in proper radio and communication procedures
- Must have the ability for inductive and deductive reasoning
- Shall understand, interpret and apply laws, rules, or regulations to specific situations while exercising independent judgment and discretion
- Shall have the ability to be an effective communicator in order to facilitate the flow of information and to influence the outcome of events.

4) Must demonstrate the ability to function well under stress, including stability of performance under pressure, hostility or opposition:

- Shall maintain the ability to deal with a wide variety of variables within unfamiliar context
- Recognize unusual or threatening conditions and take appropriate actions while maintaining a calm and professional demeanor under a variety of intense or stressful situations
- Demonstrate decisiveness and a readiness to make decisions or render judgements, tempered with the ability to reach logical conclusions based on the evidence at hand
- React in an appropriate manner based upon priorities

- Exercise independent judgment and discretion
- Apply laws, rules and regulations to specific situations while maintaining confidentiality of information
- Be psychologically sound and maintain the necessary physical conditioning, endurance and physical ability sufficient to subdue and/or restrain suspects.

5) Have the demonstrated ability and social skills to interact in a positive manner to establish and maintain effective working relationships with fellow officers, supervisors, residents, representatives of cooperating agencies and the general public

- Must have the ability to accomplish tasks and responsibilities in a community and police organization that is sensitive to a variety of diversified interests and needs
- Possess the initiative and tenacity to actively influence events rather than passively accepting results of the actions of others
- Possess and exhibit good judgment in resolving conflicts among disparate individuals, groups, co-workers and other professionals
- Possess the ability to maintain proficiency through training and qualification with on duty and off duty firearms and other less than lethal weapons as well as proficiency with defensive tactics
- The initiative and ability to stay current in use and care of firearms; firearms deployment; skill in speed measuring devices, restraint devices, and safe motor vehicle operation with excellent driving skills under all driving conditions, including adverse weather and at high speeds.

**Minimum Qualifications:**

- 21 years of age
- High school diploma or equivalent
- Ohio Peace Officer Training Certificate

**Statutory Requirements for Licensure or Certification:**

- Certification as a Peace Officer by the Ohio Peace Officers Training Commission per Ohio Revised Code
- Current Firearms Qualification and meets State and Federal eligibility requirements to possess firearms
- Current Leads Certification
- Valid Ohio Driver's License in accordance with the Township's insurability standards as determined by the Auto Liability Carrier
- Current CPR and First Aid Certification