

**TOWN OF PORTSMOUTH, RI**  
**PATROL OFFICER**

Department:	Police Department
Reports to:	Shift Supervisor – Sergeant or Lieutenant
Supervises:	N/A
Position Status:	Non-Exempt
Union/Non-Union:	Police Union

**Position Summary/Purpose:**

The purpose of this position is to perform preventive patrol and other law enforcement functions aimed at protecting life and property, preserving the peace, reducing opportunities for the commission of crimes, and identifying and apprehending offenders under the direction of the shift supervisor and following Portsmouth Police Department Standard Operating Procedures. The Patrol Officer is required to exercise sound judgment in carrying out their duties and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas of their responsibility.

**Essential Job Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Exercises authority consistent with the obligations imposed by the oath of office.
- Responds to all calls for service, investigates alarms or suspicious persons, renders first aid when applicable in emergency situations. Aids citizens requesting assistance or information. Conducts thorough investigations of all incidents. Is alert for conditions that endangers public safety.
- Arrests persons for violating the law or those wanted by other law enforcement agencies.
- Responsible for patrolling an assigned area to provide for quick response to calls for service, facilitates observations of criminal activity or conditions conducive to criminality, and for the gathering of intelligence information. Reduces the opportunities for the commission of crimes through preventive patrol and other measures.
- Issues traffic citations, enforces motor vehicle laws and parking ordinances. Takes measures to expedite the flow of vehicular traffic during periods of congestion.
- Seizes, collects, preserves, transports, photographs, and inventories evidence and property taken into custody. Preserves crime scenes in accordance with Department Policy.
- Maintains weapons and all equipment in a state of operational readiness. Maintains certification with assigned equipment.

- Promptly serve or deliver warrants, summonses, subpoenas, and other official papers. Promptly completes detailed reports on all crimes, arrests, vehicle collisions and other incidents requiring police attention.
- Coordinates efforts with other Department employees to ensure that teamwork leads to the successful attainment of police short and long-term goals and objectives.
- Performs Police dispatch duties during some shifts.
- Testifies in court in a professional manner.
- Conducts all work in a safe manner and all work safety practices are followed.
- Consistent on-site and on-time attendance is essential for this position.

**Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Continues required training and professional development; keeps current with trends and state, local and federal laws.
- Assists other Town staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

Education, Training and Experience:

U.S citizen at least age 21 and High School degree or GED with public safety experience preferred; or any equivalent combination of education, training and work experience.

Special Requirements:

Must be able to complete all testing procedures and physical aptitude tests including a swim test and pass the Police Academy within the first year of appointment. All candidates are subject to psychological test and thorough background investigation. In accordance with the union contract, Junior Patrol Officers will have completed their one year of probationary duty and two additional years before they can be promoted to a Senior Patrolman.

Must have and maintain a driver's license.

Knowledge, Ability and Skill:

- Knowledge of general police and public safety laws and regulations.
- Ability to meet physical aspects of the position as identified in the RI Academy Physical Aptitude Test.
- Ability to meet ethical and legal standards that reflect positively on Department.
- Ability to deal with stress of position.
- Ability to resolve problems, calm people down, and deal with disputes among people.
- Ability to prepare reports with good written communication skills.
- Ability to learn and interpret laws as they relate to police duties.
- Ability to deal with diverse populations.

- Excellent verbal communications skills.
- Good computer and radio communication skills.
- High level of customer service and public relations skills.

**Supervision:**

*Supervision Scope:* Performs a wide variety of routine, technical and administrative responsibilities requiring knowledge of Police Department Standard Operating Procedures. Performs responsibilities requiring independent judgment and initiative.

*Supervision Received:* Works under the direction of the Shift Supervisor – Sergeant or Lieutenant or any other commanding officer; follows established local, state and federal regulations and laws as appropriate and instructions as provided.

*Supervision Given:* None.

**Job Environment:**

Technical patrol and administrative work is performed in moderately noisy conditions in the office or in the police vehicle with occasional loud noise conditions from emergency sirens. Work entails a lot of sitting and driving in all type of outside weather during patrol with opportunities for physical activity during emergencies. Communication is conducted through radio and cell phone and use of computers in the vehicle and in the office, including emails.

Requires the operation of computers, calculators, copiers, scanners, facsimile machines, lock boxes, and other standard office equipment. Requires use of all police equipment such as vehicle, gun, night stick, cuffs, bullet proof vests, Taser, radios, etc.

Constantly makes contact with the general public to handle residents’ questions, complaints and emergencies. Frequent and periodic contacts are with employees in the department or other Town departments, attorneys, business owners, tourists, other municipalities and State agencies. Communication is frequently in person, by telephone, email and occasionally by fax or in writing.

Errors in judgment or omissions could result in personal injury, injury to others, damage to building and equipment and delays in service and legal ramifications and/or potential liability.

**Physical and Mental Requirements:**

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions				X
Work in high, precarious places	X			

Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non-weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Driving				X

### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting				X
Talking and hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing				X
Stooping, kneeling, crouching, crawling				X
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing				X
Use of gun, night stick, cuffs, other police tools		X		

### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds – police belt = 35 lbs				X
Up to 50 pounds – emergency equipment				X
Up to 75 pounds – emergency calls				X
Up to 100 pounds – accident victims		X		
Over 100 pounds – accident victims		X		

### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud noise (siren and alarms)			X	
Very loud (jack hammer work)		X		

### Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*